

MY WEDDING AT

CJ'S OFF THE SQUARE

A STEP-BY-STEP PLANNING GUIDE





TEAM CJ

Allison, Sidney, Leah, CJ, Laura, & Kaya

WWW.CJSOFFTHESQUARE.COM

(615) 216-7576

WELCOME TO CJ'S OFF THE SQUARE

Welcome to the CJ's Off the Square family! We're honored you've chosen us as your trusted partner in your wedding planning journey. This guide provides an overview of our planning process and helpful tips to prepare for each step.

At CJ's Off the Square, planning your wedding is a team effort. While your planner will be your primary point of contact, they are never working alone. Behind the scenes, our entire team is collaborating, supporting one another, and cheering you on every step of the way.

We understand how important clear communication is during this process. We offer a variety of ways to stay in touch and encourage you to use the method that works best for you based on the type of support you need.



PHONE

- Brainstorm ideas
- Talk through pros & cons



ONLINE

- Virtual planning meetings
- Access galleries, planning guides, and design tools



EMAIL

- Quick questions
- Vendor referrals
- Scheduling planning meetings
- Reminders for key planning deadlines and payment due dates

You may also receive text messages from planning software for time-sensitive updates, such as appointment reminders or deadline alerts.

We do not use text for planning decisions or event-related questions.

Office Hours & Support

10 AM - 6 PM, TUESDAY - SATURDAY

The office is closed on Sunday and Monday.

At CJ's Off the Square, we are deeply committed to supporting you throughout your planning journey. While we are thrilled to offer hands-on support, we also want to be transparent about our availability—especially as we balance planning meetings with hosting events on weekends.

Communication & Response Time

We aim to respond to all phone calls and emails within 1 business day. However, please keep in mind:

- Fridays and Saturdays are our busiest event days. If you contact us on a Friday or Saturday, our response may be delayed until Tuesday when the office reopens.
- The office is closed on Sundays and Mondays. We do not check email or phone messages during this time, but will respond as soon as possible on Tuesday.

We know how exciting and time-sensitive planning can be, and we promise to communicate with care and intention. Thank you for your patience and understanding as we give each couple, including you, the focused attention they deserve.

Meeting Availability

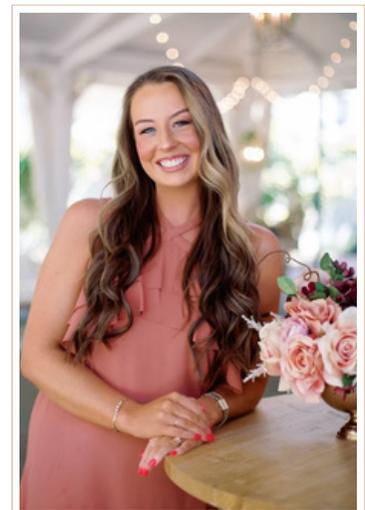
Planning meetings are typically held on Wednesday or Thursday. Due to our event schedule, weekend appointments are extremely limited. We encourage you to prioritize Wednesdays and Thursdays for your planning meetings whenever possible, as these days offer the most scheduling flexibility. We are happy to meet with you in person at the venue or virtually via Google Meet. Your planner will help you find the format and timing that works best for you.

Meet Allison Adams, Director of Client Experience

Allison leads our planning team and helps ensure every couple receives the highest level of care. While your planner will be your main point of contact, Allison is also available if you ever feel like you need a little extra support or have any concerns about your planning experience.

(615) 281-5728

allison@cjsoffthesquare.com





"Each planning meeting was so much fun & productive that we left feeling confident about our decisions."

KATIE

Featured Creative Partners

Florist: Blume and Willow Designs
Photography: Harp & Olive

THE *Planning Process*

Our planning process is designed to guide you step by step toward a seamless and personalized wedding experience. Each meeting has a specific focus and is scheduled at the right time to keep everything on track.

Your planner will lead many, but not all, of these meetings. In some cases, you'll be connected directly with one of our creative partners (like your DJ or cake baker) for specialized planning conversations. Don't worry. We'll clearly communicate what to expect for each meeting and who will be involved. Some meetings may take place in person at CJ's Off the Square, over the phone, via video chat, or at another location depending on the topic and your preferences.



PLANNING KICKOFF MEETING

Location: In-person at CJ's Off the Square or Virtual
Led by: Your planner

The purpose of this meeting is to kick off the planning process, align expectations, and get to know what matters most to you for your wedding. We'll walk you through how we work, share important deadlines and logistics, and start dreaming together about the style and vibe of your celebration.



THE SELECTIONS MEETING

Location: In-person at CJ's Off the Square
Led by: Your planner

It's time to bring your wedding vision to life. We'll start with a discussion of the ideal flow for your day and create a first draft of your timeline. Next, you will select floor plans and style options from our menu of services. We will also discuss your big picture ideas for your wedding menu and cake, and explain how you'll place those orders later in the planning process.



FOOD & BEVERAGE

Location: In-person at our Catering Office (not at the venue)
Led by: Our Food & Beverage Manager

Our Dining Guide provides a complete overview of the culinary experience that is included in your package. Feel free to review this at anytime. After your selections proposal is finalized, your planner will introduce you to our food & beverage manager. Together, you will select a menu to sample at your tasting, then finalize the selections you would like for your wedding day. You will also discuss your bar preferences and be connected with our preferred provider for beer, wine & spirits to finalize your order.



YOUR WEDDING CAKE

Location: Phone call
Led by: Our Baker

Your planner will provide you with our wedding cake guide so you can learn more about what's included in your package and explore our cake gallery for inspiration. After you have sampled cake, our baker will give you a call to discuss your design ideas and finalize your order.



ENTERTAINMENT

Location: Phone or Virtual
Led by: Your DJ

Your planner will connect you with your DJ to discuss your musical preferences for your ceremony and reception. This often happens on the phone or via video chat. Or you may prefer to meet in person at a location you will decide together.



WEDDING PLAN RECAP

Location: Virtual or In-Person at the venue
Led by: Your planner

At this point, you've confirmed your floor plans, style options, your wedding menu and cake. We've also created a first draft of your wedding day timeline. Now it's time to review everything we've done together so far and wrap up any loose ends. All orders are considered final after this meeting.



FINAL WALK-THROUGH

Location: In-person at the venue (whenever possible)
Led by: Your planner

It's time to go over your plans one last time. Together we will review your wedding day timeline, event service orders, confirm your third-party vendor orders, and review any other questions or concerns you might have.

"I felt so taken care of as a bride. Their organization of every part of the planning process was beyond helpful."

ALEXIS



Featured Creative Partners

Florist: Blume and Willow Designs
Photography: Harp & Olive
Menu & Place Cards: White Ink Calligraphy

YOUR

Payment Schedule

- 1 RESERVATION RETAINER**
\$4000 due with your signed contract to confirm your wedding date.
- 2 PLANNING & DESIGN RETAINER**
\$4000 due 9 months before your wedding.
- 3 EVENT SERVICES RETAINER**
\$4000 due 6 months before your wedding.
- 4 REQUIRED GUEST MINIMUM & SECURITY DEPOSIT**
The balance of your package and 50% of your estimated guest count is due 90 days before your wedding.
- 5 FINAL ACCOUNT BALANCE**
Any amount remaining on your account (all services, final guest count, and optional gratuity) is due 14 days before the wedding.

How To Make Payments

Invoices from CJ's Off the Square are sent via email with a link to view and pay your invoice online. We prefer ACH or paper check payments. If you plan to mail a check, make sure to allow extra time so it will arrive at our office before the due date.

If you prefer to pay with a credit or debit card, there is a 3% processing fee added to your final account balance.

Making timely payments is important to ensure there are no delays with your wedding plans. Late payments will incur a \$100 fee. There is also a \$50 fee for returned checks.

All payments are final and non-transferable. Please review your contract for complete payment terms or speak with your planner if you have any questions.

"We're still getting compliments from our guests that our wedding was the best they've ever been to. Great food, great music, incredible staff, and beautiful venue."

BROGAN



WHAT'S INCLUDED IN YOUR *Wedding Package*

Every couple has their own unique love story. Likewise, you will have different ideas about how you want your wedding to look and feel. It's easy to get confused about what is most important when there are so many options available.

We created our wedding package to be very inclusive so nothing important gets missed. But it also provides you with the opportunity to customize both big and small details with a range of enhancements. Some options are included in your package, others can be added for an additional fee. *All upgrades are 100% optional.*

Here is an overview of what is included in your package. The checkmark indicates what's included and the tick box allows you to mark the optional enhancements that sound appealing so you can discuss these with your planner at your next meeting.

VENUE AMENITIES

- Your package includes 8 hours of exclusive access to the venue. All events must end by 10 p.m. Most couples choose 2 p.m. – 10 p.m. If you prefer a brunch or lunch reception, you can move your rental window forward to begin as early as 8 a.m.

We suggest planning to arrive no less than 2 hours prior to your ceremony start time. We will discuss when to set your ceremony start time and a general arrival time at your first planning meeting.

Optional Enhancements:

- If you need more than the 8 hours of access that are included, additional time can be purchased for \$250 per hour. This applies to anyone needing access such as you, your wedding party, or vendors such as a florist. If you work with one of our vetted creative partners to provide your flowers, we do not charge for additional set up time.
- Make it a full day with your wedding party by adding our 4-hour early arrival package that includes a light lunch for \$995.

*Additional hours are subject to availability.
Once you add hours to your event, you cannot remove them later.*



Built in weather back-up plan

- Rain in the forecast? Don't worry. We've got you covered ...literally! We can move your ceremony under the pavilion if needed. Speak with your planner to learn more about our complete rain plan.
- Expecting chilly weather: We have 4 patio heaters for the pavilion and 2 patio heaters for the garden.
- Warmer weather: 4 oscillating fans

Optional Enhancements:



Additional styles or quantities of heaters or fans may be available to rent for an additional fee. Your planner will discuss recommendations for you at your final walk-through meeting when we have a better idea of what to expect for the weather.

YOUR WEDDING STYLE



Romantic string lights in the pavilion and garden



Elegant chandeliers in the pavilion



60" round tables and 30" high or low cocktail tables



Up to 5 votive and 3 pillar candles for your reception tables



Choice of white or brown folding chairs for ceremony & reception



Choice of polyester table linen and napkin from our classic collection (*40+ colors*)



Our signature place setting with menu card

Optional Enhancements:

View our Style Menu to see and explore the different options available to enhance the look of your wedding. Your planner will help you consider what is most important to you and then help you create the perfect look at your Selections Meeting. Some of the most popular upgrades include:



Wood dining tables or farm tables



Upgraded chairs for your reception



Specialty china patterns



Specialty glassware



Specialty flatware



Custom lighting design



Draping in the pavilion or on the side porch

WHAT'S INCLUDED FOR YOUR
Reception Tables

*Our signature
place setting*

Menu card

*Polyester table
linen + napkin
in the color of
your choice*

*White or brown
folding chair*

string lights

*5 votive
+ 3 pillar
candles*

*60 inch
round
tables*



OUR SIGNATURE

Culinary

EXPERIENCE

Together with our in-house catering team, we've thoughtfully considered the flow of the venue, the outdoor setting, and the requests of clients and guests over the past 20 years to create a menu that is perfectly suited to this unique property.

YOUR GUESTS WILL LOVE

- Our signature seated dinner service
- Southern flavors, local ingredients, and crowd pleasing dishes
- No need to rush through pictures after your ceremony. We've got you covered with a delicious cocktail hour menu and complimentary bar service to keep your guests happy until you're ready to join the party.

YOUR MENU

Every event at CJ's Off the Square includes the following:

- Choice of two hors d'oeuvres for your cocktail hour
- Salad course served with fresh bread and butter
- Dual-entrée lunch or dinner menu with seated service
- Coffee, water, iced tea, and soft drinks

Planning a brunch wedding? Have a special request? No problem. Let us know what you have in mind and we will be happy to discuss how we can make your culinary vision a reality on your wedding day.

STAFF & SERVICE

- Professional waitstaff and bartenders
- Personalized menu card at each place setting
- Custom bar with display shelf
- Greenery wall for champagne, wine, or food display
- Bar glasses, standard garnishes, mixers, and ice
- Enjoy a menu tasting to help finalize your selections

There are many ways to enhance your menu with additional items or services.

WHAT'S INCLUDED FOR YOUR

Wedding Menu

*Choice of two
hors d'oeuvres*



*Choice of
one salad
served with
fresh bread
+ butter*



*A plated main course featuring
two proteins and two sides,
artfully plated, and served
tableside*

YOUR
Wedding Cake

Weddings at CJ's Off the Square include a three-tiered cake with your choice of flavors and finished with buttercream icing. There are endless ways to personalize the design of your cake. Choose from our most popular designs and have your florist add a few fresh blooms or design something completely unique with our baker for an additional fee.



FOOD & BEVERAGE

Planning Resources

As part of our planning process, we've created a few additional resources to give you a closer look at your menu, bar service, and wedding cake options. Each guide outlines what's included in your package and offers helpful tips to begin exploring your preferences and ideas.

Your planner is happy to answer general questions at any time. Then, after your Selections Meeting, we'll connect you with the appropriate expert from our team to schedule your tasting and finalize your orders.



THE DINING GUIDE

Everything you need to plan a crowd-pleasing menu for your wedding at CJ's Off the Square is included in our Dining Guide. You'll find what's included in your package, view the most current version of our menu, learn when and how tastings work, and get answers to our most frequently asked questions about catering.

Your planner will connect you with our food & beverage manager when it's time to make your selections. For now, feel free to browse and start exploring ideas and options.



[View The Dining Guide](#)



THE BAR GUIDE

Details about our bar service, how to place your alcohol order, and tips for a smooth bar setup on your wedding day are inside our Bar Guide. Learn what is included with your package along with a list of the things you may wish to provide. We also share some helpful tips on what to order, review our alcohol policy and answer frequently asked questions.



[View Bar Guide](#)



WEDDING CAKE GUIDE

What's more fun than planning your wedding cake? Our Wedding Cake Guide is filled with inspiration, helpful illustrations, and expert advice on choosing the perfect look and flavor for your big day. You'll also find answers to common questions about how and when you'll sample cakes, as well as what to expect when working with our baker to create your custom design.



[View Wedding Cake Guide](#)

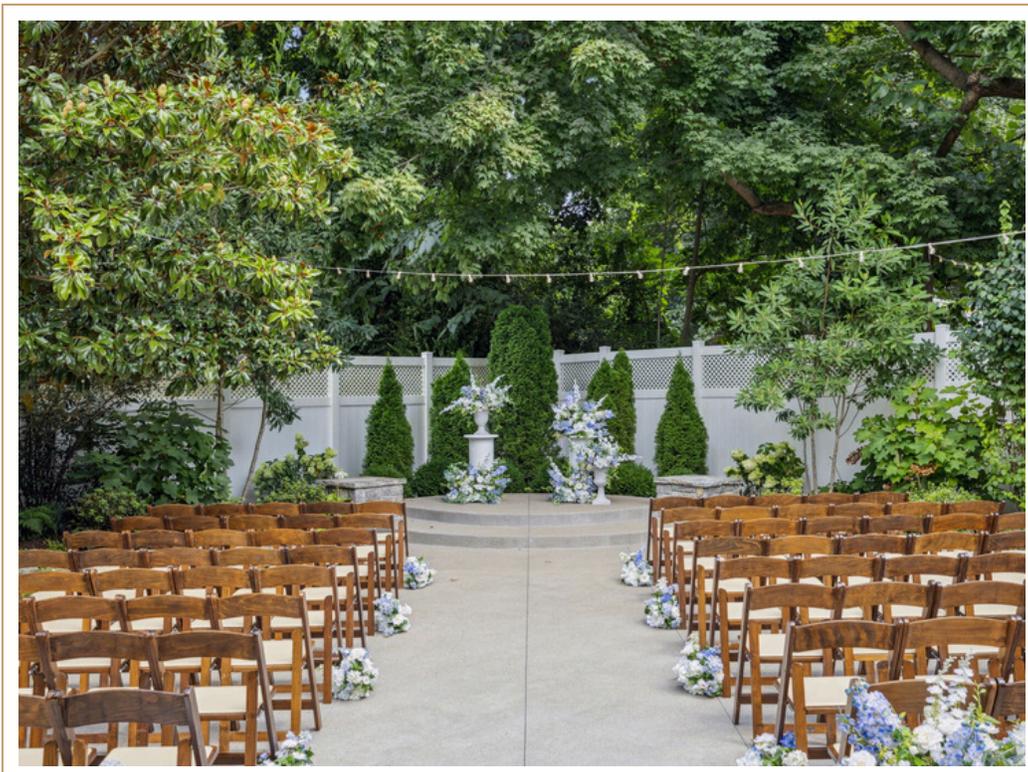
Ceremony Rehearsal & Personal Items Drop-Off

11:00 AM The Day Before Your Wedding

If your wedding ceremony is at CJ's Off the Square, your planner will coordinate your rehearsal. Most rehearsals take about 30 minutes, but we allow up to one hour to give everyone time to arrive, check in any items you're bringing, and get settled. We recommend asking your family and wedding party to arrive at least 15 minutes before the scheduled start time so we can begin promptly.

Having your ceremony at another location? This is the perfect time to bring by any decorations, your dress (if you're planning to get ready in the bridal suite and take pictures before your ceremony) and anything else you are providing for the reception. Please refer to the décor drop-off checklist in your Timeline which will be created for you at the Wedding Recap Meeting.

After a brief welcome, your planner will guide your family and wedding party through a rehearsal of the ceremony processional and recessional. If your officiant is attending (not required but always welcome), they can also walk you through the order of service before we practice the recessional one final time.



Ceremony flowers: Petite Petal

OUR
Creative Partners

This is a collection of vetted, trusted creative partners that will provide you with best-in-class products and services for your wedding. We're happy to provide more tailored recommendations for you based on your unique style and budget preferences, but this is a great place to start.

If you decide to hire a professional that is not on this list or wish to provide a service on your own (we see you, DIYers!), make sure to speak with your planner first. There are restrictions on what you or your vendors can provide, limited access to the venue, insurance requirements and other considerations that we'll be happy to explain in more detail. Please refer to your contract for a detailed vendor policy.

Photographers

Jenna Henderson
Lindsay Campbell
Jen Creed Creative
Kéra Photography
Brandon Chesbro
Austin Gros
Nathan Westerfield
Jordan and Alaina
Harp & Olive (Rachel)
Whitney Woodall
Glenai Gilbert

Videographers

With This Ring Wedding Films
Killer Creations
Brandon Rice Films

Photo/Video Packages

John Myers Photography
Glenai Gilbert & Jonathan
LaDage
With This Ring Wedding Films
Details Nashville

Florists

Blume and Willow Designs
Flower Girls Floral Design
Rosemary & Finch
Petite Petal (Sara Curtiss)
Cali Roots Designs
Larson Floral Co.

Officiants

Ralph Griggs
Travis Garner
Chance Dillon
Wes Howard
Norm McDonald

Accommodations

The Harpeth Hotel
Franklin Marriott
Aloft - Cool Springs
Drury Plaza Hotel Franklin
Embassy Suites - Cool Springs
SpringHill Suites - Cool Springs

*Invitations, Signs
& Other Printed Pieces*

White Ink Calligraphy
Designs in Paper
Minted.com
(use promo code
WEDVENCJS for 25% off)

Hair & Make-Up

Beauty by K2
Agency of Beauty
Hunter Paige by Parlor 3
One10 Beauty
Dion's South

Ceremony Musicians

Silver Strings
The Harpeth Trio
The Corwin Trio

Transportation

Matchless Transportation
Signature Transportation

*Ask your planner for current
"getaway car" recommendations*

*"The entire planning process
was stress free and easy.
They made amazing
recommendations that
elevated our whole wedding."*

LIZA



CJ'S OFF THE SQUARE

Gratuity Guide

With our all-inclusive pricing model, the per-person rate includes catering, bar, cake, tables, chairs, linens, place settings and décor. While our planning process is designed to feel simple and seamless, it takes a dedicated team of professionals, often dozens of individuals, working together to bring your vision to life. Gratuity is not included in our package as we believe it should be left to your discretion. While it is not required, it is always appreciated as a meaningful way to thank the team members who make your day run smoothly.

For the people providing the services included in your package, we recommend considering a gratuity in the range of 10–15% of the per-person rate, distributed among the following roles:

<i>Team Member / Service</i>	<i>What They Do</i>	<i>Suggested Tip</i>
Catering & Wait Staff	Prepare and serve meals, clear plates, assist with clean-up	\$10-\$15 per guest
Bar Staff	Prepare and serve all beverages	\$3-5 per guest
DJ	Curates a custom playlist, emcees key moments, manages sound for ceremony & reception	\$100-150*
Event Production	Day-of logistics, setting tables, chairs, and place settings, behind the scenes set up	\$100-300*
Planning Team	Overall planning, design guidance, vendor coordination, event day management	\$100-500*

* optional

Q: Can you help me distribute gratuity on the day of my event?

Of course. If it's easier, we can add a gratuity in any amount of your choice to your final invoice, which is due 14 days before your event. This is a great option if you'd rather not manage cash envelopes. Alternatively, we're happy to distribute sealed, labeled envelopes that you provide. Just let your planner know which option you prefer.

Whether you choose to tip via your final invoice or bring your own envelopes, your planner will ensure that gratuities are distributed to the correct team members discreetly and with care.

FREQUENTLY ASKED *Questions*

Here are some of the most frequently asked questions from couples just starting out in the planning process. We invite you to reach out to your planner with any additional questions. We're happy to help!

Q. Do I need to get event insurance?

Yes. And the sooner you get it, the sooner you are covered. We require you to carry an event insurance policy with CJ's Off the Square named as additionally insured with a minimum of \$1,000,000 coverage. You will need to include host liquor liability on your policy if you wish to serve alcohol at your event.

We do not require cancellation insurance but we strongly encourage you to consider adding this coverage to your policy. Cancellation coverage may provide you with added peace of mind in case of sudden illness, an accident, deployment, or other event outside of anyone's control. All payments to CJ's Off the Square are final. So if something did happen requiring a change of plan, insurance coverage would be a huge help to minimize the financial impact of a cancellation.

Q. Can I bring my own decorations?

Yes and no. We have restrictions due to the historic nature of the venue, local regulations, and insurance requirements. Review your contract for a complete decoration policy and make sure to connect with your planner to chat through your ideas. We're happy to make suggestions to help get the look you love and make sure you're in compliance with our policy. Anything you plan to bring must be approved in writing no less than 30 days before your wedding by your planner.

We highly recommend working with a professional florist or decorator to plan, transport, install, and remove any flowers or décor on your behalf. Anything that is brought on property for your event must be delivered, installed, and removed by you or your vendor within your rental period.

Q. What if my guest count changes?

We will start the planning process with your best guess at how many guests will attend. Please note the following important deadlines when it comes to making changes to your guest count:

- **90 days before your wedding:** You'll pay your account balance for 50% of your estimated guest count. This will set a required minimum for your event.
- **30 days before your wedding:** Your final guest count is due. Changes made after this deadline are not guaranteed and may result in additional fees, as our team will already be preparing staffing, rentals, and service details based on your confirmed count.

Q. What if my work hours conflict with your office hours?

We understand that your time is valuable and appreciate that you respect our expertise and hours of operation. If our office hours are similar to yours, we recommend choosing the first appointment of the day (usually around 10 a.m.), or the last appointment of the day (usually around 4:30 p.m.). We also highly recommend that you come to each meeting prepared to make the most of our time together. Your planner will provide you with detailed instructions prior to each meeting. If you have questions, you are welcome to call or email anytime.

Please note: Saturdays have extremely limited availability due to our event schedule and the office is closed on Sunday and Monday. We prioritize Wednesday & Thursday for client meetings.

Q. Do I have to use vendors from your preferred list?

We highly recommend choosing vendors from our list of trusted creative partners. This will save you time and give you peace of mind knowing you are in the qualified hands of a licensed and insured professional with a detailed knowledge of our unique space.

If you prefer to work with a florist or other décor provider that is not on our preferred list, they must be approved by your planner and register their business with the venue no less than 30 days before your wedding. ***We recommend getting approval prior to signing a contract or making a deposit with any vendor not on our list.*** Registration is free. It simply requires your florist to complete a form to confirm their contact information, review and accept our venue policies, and share copies of their business license and proof of insurance.

Q. Can I have a band for the reception?

We do not allow bands for your reception. If you would like to have live music for your ceremony, we suggest choosing one of our preferred ceremony musicians from our list of creative partners.

Q. What is the rain plan?

No matter what the weather, your wedding is going to be beautiful. If we're unable to have your ceremony in the garden due to weather, we'll move it under the pavilion. If you were planning to have some guest seating for dinner in the garden, these tables can be relocated inside the house. The most important thing is to not stress about it. If we do have to utilize the rain plan, our team will take care of everything and there is no extra cost.

Have more questions? Give your planner a call:

Tuesday - Saturday | 10 a.m. - 6 p.m.

(615) 216-7576

Our Promise to You

At CJ's Off the Square, we believe *the best celebrations are built on collaboration and trust*. Choosing an all-inclusive venue doesn't mean you won't have decisions to make. It means you'll never face them alone.

We've carefully curated every step of the planning process, narrowing thousands of possibilities into a *thoughtful collection of trusted options*. Your role is to make the choices that reflect your style and priorities. Our role is to guide you through a streamlined process and connect you with the right partners so each decision feels clear, manageable, and inspired.

And remember, *we're always here to help*. We'll be right beside you to answer questions, provide guidance, and help you navigate the choices within your planning package.

If something comes up outside the scope of our work together, we'll connect you with one of our vetted creative partners who specializes in exactly what you need. We'll then help integrate their work into your overall vision while ensuring it fits beautifully within the guidelines of the venue.

Our commitment is to guide, support, and connect you with the right resources so planning never feels overwhelming. *Together, we'll bring your vision to life with confidence, care, and joy.*

This is the CJ's Off the Square Experience.

CJ'S OFF THE SQUARE
est | Garden Wedding & Event Venue | 2005