**Catering Website Guidelines**

All websites will be structured from the Amelia Island Events website. Please look at the website and follow the following guidelines to help us in creating these sites. <https://www.golfclubofameliaevents.com/>

**INFORMATION NEEDED:**

* **High resolution photos -** Wedding photos, room photos, mitzvah photos, outdoor photos, etc.
* **Wedding Booklets/Catering Booklets** – To be turned into Flipbooks
* **General description of Weddings at the Club – See example below** 
  + *“Choose between the sparkling waters of the Atlantic Ocean as your backdrop or our 18th fairway. Our wedding planning team’s extreme attention to detail, eye for style, and commitment to flawless execution sets this coastal nuptial paradise above the rest. Whether you envision an intimate wedding or a weekend of activities with friends and family, our planners will work closely with you to make this your perfect day. Armed with a passion our goal is to make sure your special day will be extraordinary, stress free and always remembered. The Golf Club of Amelia Island at The Ritz-Carlton, Amelia Island is committed to making every moment memorable for newlyweds - from your first appointment to the last dance. We look forward to working with you!”*
* **More detailed description of Weddings at the Club**
  + *“The Golf Club of Amelia Island has indoor and outdoor venues that show off all that Florida has to offer. A beautiful beachfront ceremony can be held just outside the clubhouse with panoramic views of the Atlantic Ocean. From there, you can either host an outdoor cocktail hour and reception or dine and dance the night away inside the clubhouse.*

*The Golf Club of Amelia Island can host up to 250 of your friends and family in their outdoor and indoor locations. Set next to the Ritz Carlton, this venue exudes class and features top-of-the-line service.*

*As an all-inclusive venue we offer packages that include catering, bar services, Chiavari chairs, tables, linens, dinner ware, utensils, and décor options all in-house. We also offer day of coordination and will take care of everything you need for your destination or hometown wedding! Peek at our all-inclusive packages on the right and contact, Sheridan Regan at sregan@golfclubofamelia.com for more information!*

* **General description of Events at the Club – See example below** 
  + *“Towering, oak-lined roads, endless sunshine, soft, warm breezes and extraordinary personal service - that is what awaits you at Heathrow Country Club, where we have over 30 years of creating spectacular events! We pride ourselves on our marvelous grounds, food, and service. Heathrow was designed to accommodate events of all sizes. Inside of the main clubhouse are the Main Dining Room, the Terrace, the Grill, a boardroom, and the Main Lounge. Cathedral-height ceilings with exposed beams, a massive fireplace, and floor-to-ceiling windows with spectacular views are some of the main attributes of this beautiful location. In a private building directly next to the Clubhouse are the Grand Ballroom with attached foyer and the private Ceremony Gardens. With enough space to host up to 250 guests at a time, these spaces also provide events with plenty of natural and bright lighting, crystal chandeliers, and an attached covered patio.”*
* **Description of Meeting & Events at the Club – See example below** 
  + *“Whether you are hosting a small board style corporate meeting or a large conference, The Golf Club of Amelia Island at The Ritz-Carlton, Amelia Island has private and semi-private rooms available to meet your needs.*

*AMENITIES INCLUDE: Audio Visual, Complimentary WIFI, Conference Services Available,*

*Individual Climate Control in Every Room, Warm Color Scheme with Wood Accents, Breakout Rooms - Separate Dining/Meeting Spaces”*

* **Description of Special Events at the Club – See example below** 
  + *“Whether you are hosting a large Corporate Meeting or a small bridal shower we have the right space and menu for you. You can order from our amazing and unique catering menu or we can create a customized menu just for your event.*

*EVENTS INCLUDED: Corporate Functions | Award Receptions | Lunch/Dinner | Pharmaceuticals | Golf Tournaments | Weddings | Birthdays | Reunions | Fundraisers | Cocktail Parties | Birthday & Anniversary Celebrations | Outdoor Barbecues | Graduation Parties | Class Reunions | Rehearsal Dinners | Bridal Showers | Baby Showers”*

* **Description of Golf Outings & Tournaments – See example below** 
  + *“One of our many specialties is organizing golf outings & tournaments for groups, small or large. We do all the work, including booking tee times, providing club rentals, scheduling lessons, serving meals, and even organizing award receptions. Make your next corporate, team building or fundraising event a championship endeavor at The Golf Club of Amelia Island at The Ritz-Carlton. Our golf club offers the finest golf experience with Global Positioning Satellite Systems to help players navigate the course and personalized proximity markers. Course contests like closest to the pin, hole-in-one and more bring out the best in every player.”*
* **Contact Information**
  + Hours of operation
  + Phone Number
  + Email
  + Address

**MARKETING:**

* Site needs must be added to several platforms
  + Wedding Wire
  + Eventective
  + The Knot
  + Email Signature
  + Main Website – Link from Weddings & Event Page

**UPDATES:**

* Must be approved by Nicole Moore or Aaron Straub – No website changes can be made without approval.