

Meddings AT THE

IOWA EVENTS CENTER





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Wedding)

CONGRATULATIONS

Thank you for considering the Iowa Events Center for your upcoming reception or ceremony. We look forward to the opportunity to provide a memorable evening for you and your guests.

The Iowa Events Center is the ideal facility for rehearsal dinners, ceremonies and receptions. Our multiple venues provide the perfect setting and is conveniently located near downtown just minutes away from local attractions!

Originally constructed in 1955 as an auditorium, Community Choice Credit Union Convention Center has been repurposed into a modern, state-of-the-art facility. The updated amenities and first-class service is an experience within itself. The grand ballroom or meeting room level rooms can be customized to host intimate receptions or the most extravagant guest list.

As you begin the planning journey, we wish to extend our expertise to guide you along the way. A wedding professional will work with you from booking and menu creation, to your venue layout and final touches to ensure your day is the one you've always dreamed of.





CONSULT WITH YOUR WEDDING PROFESSIONAL FOR MORE DETAILS

REHEARSAL DINNER

Let us give your guests an evening to remember as they mingle and relax before your big day!

Celebrate your romance with a fun themed menu or gourmet experience.

CEREMONY

The Iowa Events Center is the ideal venue for ceremonies of all sizes. Our venues provide unlimited space options and atmospheres.

\$750-\$1,000 Ceremony Fee Includes:

- » Staging
- » Black backdrop
- » Banquet chair set-up/tear-down
- » Tables as requested for guest book, gifts, altar, etc.

RECEPTION

Complimentary With Your Booking

» On-site, experienced wedding professional to assist you

» Grand Wedding Tasting for up to six guests » Set-up and tear-down of all banquet tables and chairs

- » Tables for gifts, cake, guest book and more
- » Elevated staging for head table
- » Entertainment staging and DJ table
- » Champagne toast for the bridal party
- » China, silverware and glassware
- » Choice of white, ivory or black table linens
- » Mirror tile centerpieces with votive candles
- » Table numbers and stanchions
- » Cake knife and server





WEDDING PLANNING CHECKLIST

12–10 Months Before

- Select wedding date and time
- Secure ceremony and reception venues
- Book photographer, videographer and entertainment
- □ Start planning the guest list

9–6 Months Before

- □ Take engagement photos
- □ Send save the dates
- □ Book florist
- Purchase a wedding dress
- Register for gifts
- Reserve hotel blocks

5–3 Months Before

- 🗌 Finalize menu
- □ Order wedding cake
- Rent the men's formalwear
- Arrange wedding day transportation

2 Months Before

- □ Mail invitations
- lowa Events Center wedding questionnaire due to wedding professional

1 Month Before

Apply for a marriage license

2 Weeks Before

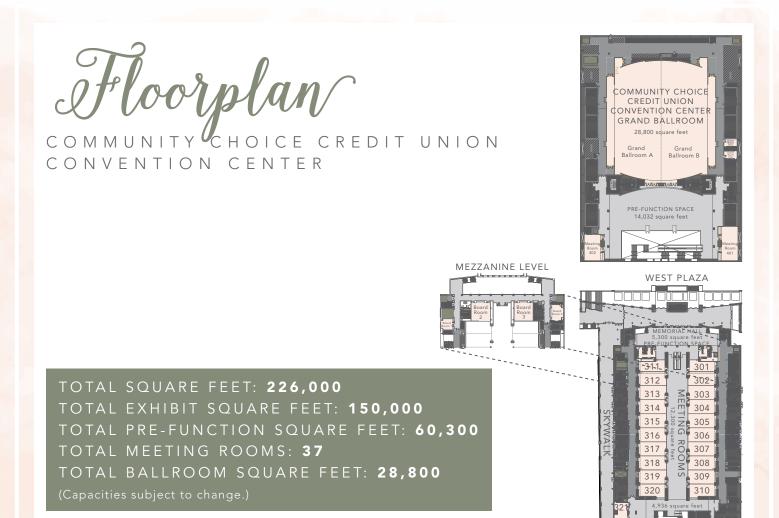
- Review final RSVP list
- Final guarantee and payment due to Iowa Events Center

RECEPTION TIMELINE

Planning a wedding can be overwhelming. With the help of our experienced wedding professional and event staff, the day can be organized and stress-free.

Here's an example of what a reception at the lowa Events Center could look like. The details below are only suggestions. If you have any concerns about timing, we would be more than happy to answer your questions and offer our experienced recommendations!

- Cocktail hour start time (allow 45-60 minutes) ___ Doors open to room (15-20 minutes prior to intoductions) ____ Arrival of wedding party (30 minutes prior to intoductions) _ Introduction of wedding party (10 minutes) Bride and groom cut cake/take picture (5 minutes) _ Welcome/blessing prior to dinner (5 minutes) Dinner (45 minutes) _____ Champagne toast _____ Wedding cake to guests (station or served) _____ Dance begins _____ Late night snack Last call (30 minutes prior to reception end time)
 - _____ Reception end time



LEVEL 4: COMMUNITY CHOICE CREDIT UNION CONVENTION CENTER BALLROOM LEVEL

Room	Square Feet	Dimensions	Ceiling Height	Reception Seating Capacity	Ceremony Seating Capacity
Meeting Room 401	1,400	25' x 52'	12′	N/A	100
Meeting Room 402	1,000	25' x 40'	12′	N/A	100
Grand Ballroom	28,800	180' x 160'	30'-40'	1,300	2,800
Grand Ballroom A	14,400	180' x 80'	30'-40'	650	1,300
Grand Ballroom B	14,400	180' x 80'	30'-40'	650	1,300
Green Room West	225				
Green Room East	225				

LEVEL 3: COMMUNITY CHOICE CREDIT UNION CONVENTION CENTER MEETING ROOM LEVEL We are able to custom fit your ceremony and reception needs because our meeting rooms are air-wall driven.

Room	Square Feet	Dimensions	Ceiling Height	Reception Seating Capacity	Ceremony Seating Capacity
Meeting Room 301 Meeting Rooms 302–310 Meeting Room 311 Meeting Rooms 312–320	1,000 1,350 1,000 1,350	20' x 50' 27' x 50' 20' x 50' 27' x 50'	16' 16' 16' 16'	N/A 700 N/A 700	N/A 1,000 N/A 1.000
Meeting Room 321	950	38' x 25'	16'	N/A	N/A

MEZZANINE LEVEL: COMMUNITY CHOICE CREDIT UNION CONVENTION CENTER

The Mezzanine Level, located directly above Memorial Hall, features (4) executive boardrooms ideal for rehearsal dinners or gift openings.

Room	Square Feet	Dimensions	Ceiling Height	Reception Seating Capacity	Ceremony Seating Capacity
Boardroom 1	485	26'4'' x 20'	12′	Permanent Conference for 12	
Boardrooms 2 & 3	1,315	38'3" x 37'3"	12′	100	133
Boardroom 4	760	35′8″ x 25′2″	12′	Permanent Conference for 12	























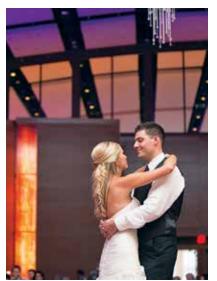




















Sestimonials THEIR DAY

NEED TO BE FURTHER PERSUADED? LET OUR CLIENTS DO THE TALKING.

Having our daughter's wedding reception at the Iowa Events Center was one of the best decisions we made! The food, drink and service surpassed our expectations. The look and feel of the room was the beautiful and romantic venue our daughter had envisioned. I can't imagine finding another venue in the Des Moines area that could rival the look this room provides. We were equally pleased with our Iowa Events Center wedding coordinator. She was available to answer our questions at all times and responded immediately. She was professional, yet fun to work with. By the time the wedding took place, she felt like a family friend. We would highly recommend the Iowa Events Center for a wedding reception in the Des Moines area! You will look back, as we do, and realize how fortunate we were to have celebrated this wonderful day at the perfect venue!

KAREN & MIKE (PARENTS OF THE BRIDE)

Our wedding reception at the Iowa Events Center was perfect! We heard so many great comments about the projected photos on the grand concourse, the food, service and the lighting in the ballroom! Our wedding manager has been so great to work with over the past year and has always responded quickly and is very knowledgeable. She was able to serve all of our requests and made us feel like our event was the most important. The Iowa <u>Events Center exceeded our expectations!</u>

EMILY & RYAN

It's hard to put in to words what the Iowa Events Center did for us to create a unique and topnotch wedding reception. Yes, the venue is down-right beautiful, easy to decorate and has all of the amenities you could ever need, but the team of individuals that work here, WOW! Every staff member is full of talent, creativity and professionalism. No detail was left unaddressed. We literally did not worry about a single thing and fully enjoyed every aspect of our evening. To say everything was perfect is an understatement.

MEGAN & ANDREW

We want to thank all of the staff for helping make our wedding a truly memorable event. The level of service, attention to detail and catering were extraordinary—the staff went above and beyond! Our day was perfect and stress free, we can't tell you enough how much that meant. Thank you so much for everything!

RYAN & JENNIFER

Testimonials THEIR DAY

IF THAT WASN'T ENOUGH ENCOURAGEMENT, HERE'S MORE.

The Iowa Events Center staff made certain EVERYTHING was perfect—from the dressing rooms stocked with mirrors and snacks to a full suite of photo-worthy spaces. Our reception was set up early and beautifully. The food was amazing. EVERYONE said it was by far the BEST banquet food they had ever eaten. The staff was exceptional. Everything was cleaned quickly. They were polite and looked great.

I cannot imagine that there is a better place in the state of Iowa for a 400+ person event. The Iowa Events Center and it's staff are truly the jewel of our city.

My daughter had her dream reception. As parents we gave this beautiful couple even more than we'd hoped and that is in large part due to the staff's professionalism, food quality, service quality and attention to every little detail—even details we did not know needed to be handled. And yes—we stayed on budget!

JESSICA (MOTHER OF THE BRIDE)

Amazing service from everyone all around! I don't know what we would have done without our wedding manager helping us out! She was a wedding saver! I got comments all night long about how beautiful the venue was, how great the food was and how friendly the staff were. There is no other venue in Des Moines as beautiful as this one. The lights in the grand ballroom can be any color you want, any color! We had ours set to Tiffany blue to match our wedding colors, and then also had it randomly cycle throughout some of our fun dances and intros. My bride's family was originally worried about the food, because they wanted something more traditional for an Asian wedding. They were all very pleased with what the catering staff came up with. Our menu was chicken parma rosa, pork pad see ew and veggie pad thai. I received very positive comments on all three dishes, and also the egg rolls we ordered as a late night snack. Finally, the staff is amazing! Our wedding manager worked her tail off making sure that we got everything we wanted all the way leading up to and during our day. The rest of the staff were awesome as well! All throughout the day staff kept coming up and complimenting us on everything! They were all so nice and helpful! We had brought a lot of our own decorations, and they helped pack everything up for us in no time! It was amazing! Long story short if you want a wedding that people will remember, this place will make it happen. A+

CANDY & CHRIS



HORS D'OEUVRES (Priced per 100 pieces/servings unless otherwise noted.)

COLD HORS D'OEUVRES

Smoked Salmon Canapé: \$450 (115 cal. each) Shrimp Cocktail Shooter: \$425 (36 cal. each)

Beef Tenderloin & Brie Crostini: \$350 (155 cal. each)

Caprese Kabob: \$350 (125 cal. each)

Shrimp Ceviche in a Cucumber Cup: \$325 (250 cal. each)

Thai Sweet Chili Chicken Wonton Crisp: \$300 (180 cal. each)

Chicken & Avocado Canapé: \$275 (145 cal. each)

DISPLAYS

International Cheese Display: \$650 (550 cal. per 5 oz.)

Fresh Sliced Fruit Display: \$450 (91 cal. per 7.5 oz.)

Hummus Martinis with Cumin Dusted Pita Chips & Vegetable Crudité: \$325 (60 cal. per 1 oz.)

Hot Spinach & Artichoke Dip with Cumin Dusted Pita Chips: \$225 (198 cal. per 1.5 oz.)

Baked Wheel of Brie En Croute: \$375 (152 cal. per 2.5 oz./35 servings)

HOT HORS D'OEUVRES

Maryland Crab Cakes: \$450 (190 cal. each) Bacon Wrapped Scallops: \$425 (140 cal. each) Chicken or Beef Satay: \$375 (158/165 cal. each) Graziano Sausage Stuffed Mushroom Caps: \$350 (45 cal. each)

Risotto Lollipops: \$350 (123 cal. each) **Maple Glazed Pork Belly:** \$300 (191 cal. per 1.5 oz.)

Santa Fe Spring Roll with Chipotle Salsa: \$300 (208 cal. each)

Sesame Chicken Strips: \$300 (120 cal. each)

Spanikopitas: \$300 (70 cal. each)

Veggie Tartlet: \$300 (750 cal. each)

Smoked Gouda Mac & Cheese Bites: \$250 (140 cal. each)



SPECIAL **DIETARY MENUS** AND **CHILDREN'S MENUS** ARE AVAILABLE UPON REQUEST.

PLATED DINNERS

(All plated dinners include fresh baked rolls with whipped butter (207 cal.) and water, hot tea and coffee service.)

SALADS (INCLUDED IN ENTRÉE PRICE)

Garden Green Salad (239 cal.) Mixed Greens with Tomato, Cucumber and Cheddar with Choice of Dressings

Classic Caesar (260 cal.) Chopped Romaine Lettuce, Croutons and Shaved Parmesan Cheese with Traditional Caesar Dressing

UPGRADED SALADS (ADD \$2)

Spring Mix (126 cal.) Arcadia and Arugula Lettuce Blend with Diced Red Onion, Cucumber, Tomato and Feta Cheese with Roasted Garlic Vinaigrette

Candied Pecan Salad (216 cal.) Baby Greens topped with Candied Pecans, Blue Cheese and Dried Cranberries with Balsamic Vinaigrette

Berry Spinach Salad (105 cal.) Spinach with Sliced Strawberries, Tomatoes, Toasted Almonds and Goat Cheese with Raspberry Vinaigrette

DUET PLATES

Crab Topped 6 oz. Beef Tenderloin (957 cal.) Topped with Mushroom Demi-Glace, Garlic Mashed Potatoes, Asparagus and Roasted Red Pepper: \$58

6 oz. Pan Seared Beef Sirloin and Herb Marinated Chicken Breast (934 cal.) Finished with Rosemary Demi-Glace and Herb Velouté, served with Duchess Potatoes and Roasted Brussels Sprouts: \$35

6 oz. Red Wine Marinated Beef Sirloin and Two Jumbo Shrimp (945 cal.) With White Chedder and Chive Mashed Potatoes and Grilled Asparagus: \$35



PLATED DINNERS

(All plated dinners include fresh baked rolls with whipped butter (207 cal.) and water, hot tea and coffee service.)

CHICKEN

Grilled Chicken with Champagne Cream Sauce (714 cal.) Served with Duchess Potatoes and Seasonal Vegetables: \$24

Sautéed Chicken Breast with Roasted Garlic Velouté (730 cal.) Served with Sundried Tomato Mashed Potatoes and Italian Vegetables: \$24

PORK

Garlic Rosemary Pork (664 cal.) With Horseradish Mashed Potatoes and Haricots Verts and Red Peppers: \$25

Pork Loin with Apple Chutney (690 cal.) Served with Garlic Herb Roasted Potatoes and Broccolini: \$24

BEEF

6 oz. Char-Grilled Filet (1210 cal.) Finished with Roasted Garlic and Rosemary Demi-Glace, served with Smoked Gouda Orzo Pasta, Asparagus and Seared Grape Tomatoes: \$55

6 oz. Char-Grilled Sirloin (662 cal.) Finished with Cabernet Demi-Glace, served with Sundried Mashed Potatoes and Broccolini: \$32

SEAFOOD

Herb Roasted Mahi Mahi with Citrus Butter (749 cal.) Served with Basil Couscous and Broccolini: \$32

Blackened Tilapia with Tasso Cream Sauce (842 cal.) Served with a Risotto Tower and Seasonal Vegetables: \$30



BUFFET DINNERS

(All buffet dinners include fresh baked rolls with whipped butter (207 cal.) and water, hot tea and coffee service.)

SALADS (CHOOSE ONE)

» Garden Salad with Tomato, Cucumber, Carrot, Cheddar and Choice of Dressings (239 cal. per 6.5 oz.)

» Romaine Lettuce with Aged Parmesan, Croutons and Caesar Dressing (260 cal. per 7 oz.)

» Arcadia Mix with Teardrop Tomatoes, Onion, Feta Cheese, Cucumber and Poppyseed Dressing (275 cal. per 6 oz.)

» Baby Greens with Candied Pecans, Blue Cheese and Dried Cranberries with Balsamic Vinaigrette (216 cal. per 4.5 oz.)

» Kale Salad with
 Mandarin Oranges,
 Almonds and Red Onion
 with a Citrus Vinaigrette
 (208 cal. per 5.5 oz.)

ACCOMPANIMENTS (CHOOSE TWO)

» Haricots Verts with Sweet Peppers (54 cal. per 3 oz.)

 » Roasted Seasonal
 Vegetables with Olive Oil and Fresh Herbs
 (87 cal. per 5.5 oz.)

» Green Beans with Almonds and Tomato (97 cal. per 3.5 oz.)

» Mashed Potatoes (180 cal. per 5 oz.)

» Duchess Potatoes (285 cal. per 6.5 oz.)

» Herb Roasted Red and Yukon Gold Potatoes (195 cal. per 5.75 oz.)

» Wild Rice Pilaf with Dried Cranberries (31 cal. per 5 oz.)

» Orzo Pasta with Asiago Cream Sauce (289 cal. per 3.5 oz.)

ENTRÉES (CHOOSE TWO)

STARTING AT: **\$30 / PERSON**

» Roasted Chicken Breast with Herb Velouté (261 cal. each)

» Char-Grilled Chicken Breast with Roasted Corn and Herb Nage (336 cal. each)

» Grilled Chicken with Tomato, Onion, Fresh Mozzarella and Basil with Balsamic Reduction (265 cal. each)

» Maple Glazed Pork Loin with Seasonal Fruit Chutney (312 cal. each)

» Beef Bourguignon with Mushrooms, Red Wine and Demi-Glace (456 cal. per 7 oz.)

» Baked Pasta Bolognese (270 cal. per 5.5 oz.)

 » Ratatouille Parmesan with Garlic Herb Marinara,
 Fresh Mozzarella and Basil (103 cal. per 6.5 oz.)

» Baked Penne Florentine with Fresh Spinach and a Five-Cheese Blend (198 cal. per 4.5 oz.)

» Cavatappi Pasta with Mushrooms, Spinach, Artichokes and Sundried Tomatoes with Asiago Cream Sauce (290 cal. per 4.5 oz.)

Enhance YOUR DAY

LATE NIGHT

S N A C K *Trail Mix* (150 cal.) \$29/pound

Mixed Nuts (28 cal.) \$28/pound

Kettle Chips (237 cal.) \$25/25 servings

Buttered Popcorn (160 cal.) \$20/25 servings

Pretzels (110 cal.) \$15/25 servings

ΗΟΤ

Duo Mac & Cheese Bar

(420 cal. per 6 oz.) Aged Cheddar and Bacon, Poblano and Pepperjack: \$9/person

Munchies (386 cal. per 4.5 oz.) Boneless Wings, Pretzel Bites and Barbeque Meatballs: \$9/person

Party Cut Pizzas (830 cal. per piece)

Pepperoni, Sausage and Cheese: \$8/person

Slider Bar (632 cal. per 8 oz.) Char-Grilled Beef or Chicken Sliders on Mini Buns with Assorted Cheeses and Gourmet Condiments: \$7/person

Nacho Bar (426 cal. per 9 oz.) Tortilla Chips with Queso, Chili, Onion, Jalapeños, Salsa, Black Olives and Chopped Cilantro: \$6/person

SWEET

Chocolate Covered Strawberries (57 cal. each) \$38/dozen

Gourmet Cookies, Brownies & Blondies (170-310 cal. each) \$32/dozen

Rice Krispie Treats (411 cal. each) \$24/dozen

Cheers to YOUR DAY

BEVERAGES (Wine nutrition information is per 6 oz.)

HOSTED DRINKS

Bottled Water \$3.00

Assorted Canned Sodas \$3.00

Assorted Bottled Juices \$3.50

Domestic Bottled Beer \$5.50

Specialty Bottled Beer \$6.50

House Wine by the Glass \$6.50

House Wine by the Bottle \$25.00

Champagne Toast \$3.00/guest

Premium Mixed Drinks \$6.50

Domestic Kegs of Beer \$400.00

Microbrew & Import Kegs Inquire with your wedding professional

WINE LIST: 1ST TIER

WHITE WINE (107-213 CAL.)

Canyon Road Winery Modesto, California » Chardonnay » Moscato » Pinot Grigio » Sauvignon Blanc » White Zinfandel

RED WINE (135-195 CAL.)

Canyon Road Winery Modesto, California » Cabernet Sauvignon » Merlot » Pinot Noir

WINE LIST: 2ND TIER WHITE WINE (107–213 CAL.) Concannon Selected Vineyards Central Cost, California » Chardonnay » Pinot Grigio » Sauvignon Blanc RED WINE (135–195 CAL.)

Concannon Selected Vineyards Central Cost, California » Cabernet Sauvignon » Merlot » Pinot Noir SPARKLING WINE (158 CAL.) **LaMarca** Italy » Prosecco

WINE LIST: 3RD TIER

WHITE WINE (107-213 CAL.)

Maso Canali Trentino, Italy » Pinot Grigio

CUSTOMIZED SIGNATURE COCKTAILS

ARE A GREAT WAY TO SHOW GUESTS YOUR CREATIVE FLAIR! CONSULT WITH YOUR WEDDING

> **Whitehaven** Marlborough, New Zealand » Sauvignon Blanc

William Hill Winery Napa Valley, California » Chardonnay

RED WINE (135-195 CAL.)

Ghost Pines Sonoma County, California » Red Blend

Louis M. Martini Sonoma County, California » Cabernet Sauvignon

MacMurray Ranch Russian River Valley, California » Pinot Noir

SPARKLING WINE (158 CAL.) **Zonin** Italy » Prosecco

All prices subject to 22% management charge, prices are subject to change. 2,000 calories a day is used for general nutrition advice, but calorie needs vary. Additional nutrition information available upon request.

PROFESSIONAL FOR PRICING AND TASTING INFORMATION.

Event Specifics

DEPOSIT

A non-refundable 35% of the food and beverage minimum is required as a deposit upon signing the contract and is applied towards the minimum.

FINAL PAYMENT

Final payment for your event must be received (10) business days before your event. A credit card authorization must be kept on file to guarantee all final charges. Should overpayment occur, the Iowa Events Center will process refunds of the difference to be issued by check.

FINAL MENU AND GUARANTEES

Your final menu must be submitted 30 days before your event to ensure availability. A guaranteed number of guests is required (5) business days before your event and is not subject to reduction. The Iowa Events Center will prepare 3% overset for any unanticipated guests.

MANAGEMENT CHARGE

All catered events are subject to a 22% Management Charge. This Management Charge is the sole property of the food/beverage service company or the venue owner, as applicable, is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities, and wages), and is not charged in lieu of a tip. The Management Charge is not a tip, gratuity, or service charge, nor is it purported to be a tip, gratuity, or service charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the Management Charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.

INSURANCE

All events are required to carry liability insurance for each event. See your wedding professional for further information.

ADDITIONAL INFORMATION

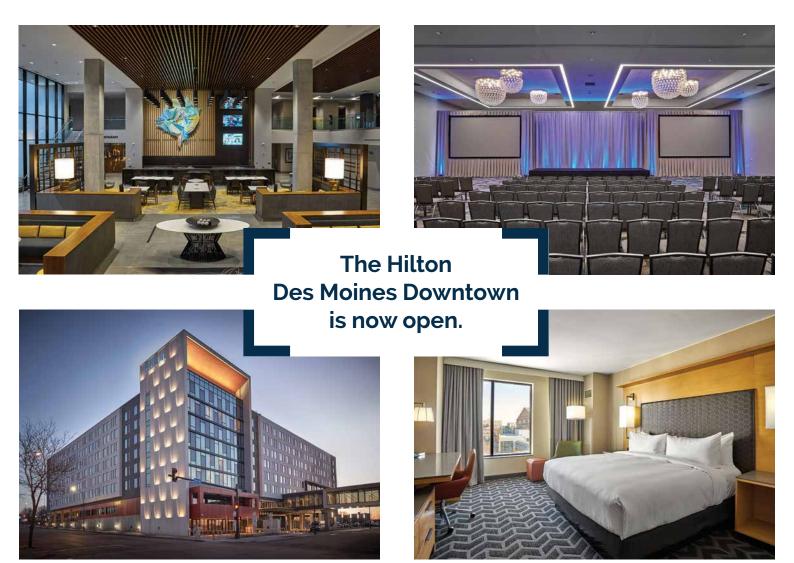
All Spectra Food Services & Hospitality listed menu prices are subject to change. Spectra Food Services & Hospitality will not guarantee price quotes more than six months prior to the event date.

In compliance with Iowa State Law, all alcoholic beverages must be supplied and served by Spectra Food Services & Hospitality. In accordance with state regulations, we reserve the right to request a state issued photo ID of any person to verify their age and to refuse service to those underage or failing to produce a photo ID. Alcoholic beverages may not be removed from the Iowa Events Center.

No outside food or beverage (with the exception of wedding cake) will be permitted to be brought into the Iowa Events Center facilities. Food items may not be taken from the Iowa Events Center; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged at Spectra Food Services & Hospitality's sole discretion.



INNOVATIVE DESIGN. TECHNOLOGY DRIVEN. DISTINCTLY DES MOINES.



GUEST ROOMS

- 120 King rooms
- 184 Double Queen rooms
- 26 Suites

MEETING SPACE

 14,000 square feet of meeting space including a 10,000 square foot ballroom, 3 meeting rooms and 2 boardrooms

AMENITIES

- Park Street Kitchen and Bar
- Tech Lounge
- Executive Lounge
- Indoor Pool/Fitness Center

LOCATION

- Next to the Iowa Events Center, featuring 226,000 square feet of exhibit/meeting space and accommodating 16,000 people for concerts and events
- In the heart of downtown Des Moines
- Close access to the main transportation link in the city I-235
- Complimentary Shuttle to/from the Des Moines
 International Airport, 10 minutes away

To book your next event contact dsmdi_ds@hilton.com. www.hiltondesmoinesdowntown.com



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RENAISSANCE





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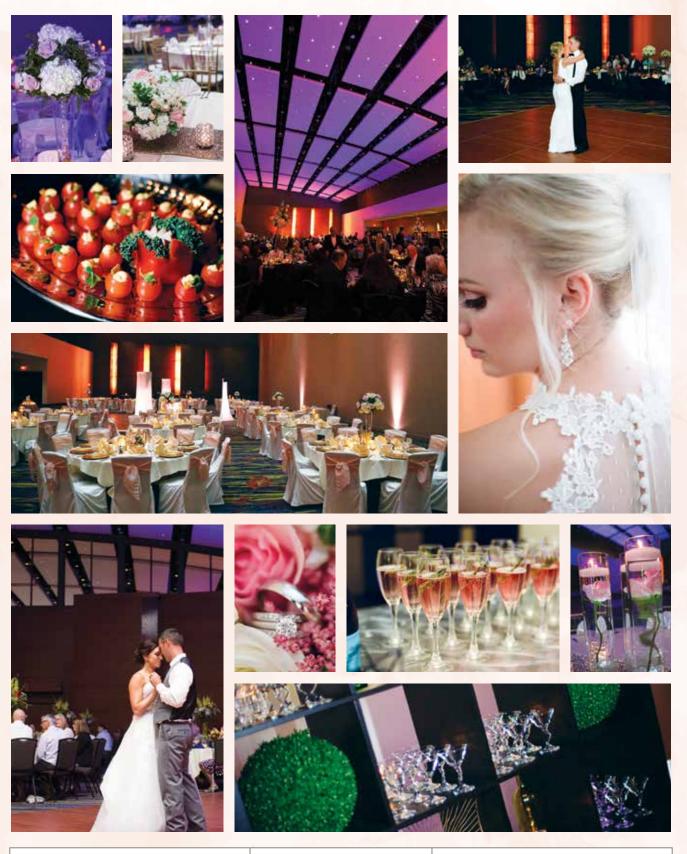
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