



Sheraton®

ROANOKE
HOTEL & CONFERENCE CENTER

Wedding Planning Guide

*Sheraton Roanoke Hotel and Conference Center
2801 Hershberger Road
Roanoke, Virginia 24017*

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Wedding Perks

ALL OF OUR WEDDING PACKAGES INCLUDE THE ITEMS LISTED BELOW:

- Complimentary Bridal Room for the Morning of the Wedding
- Complimentary Suite and Breakfast for the Bride & Groom the Evening of their Wedding
- Amenity for the Bride & Groom
- 10% off Menu for Farewell Brunch the next Morning
- \$100 'Dinner for Two' Gift Certificate for Your First Year Wedding Anniversary
- SPG Reward Points redeemable for future stays

Our Sheraton Wedding Specialists will help you create the wedding of your dreams. Together, we will make this the most memorable day of your lives.



Wedding Collections

We offer two wedding package collection options: The Gold Collection and The Platinum Collection. The Gold Collection will include the following with the option to add on enhancements:

Ceremony arrangement:

- Ceremony Rehearsal (Based on Availability)
- Ceremony Banquet Chairs
- Gift Table and Guestbook Table
- Water and Lemonade Station

Reception arrangement:

- Complimentary Ballroom Space
- Six (6) Hour Room Rental
- 66" Round Tables to Accommodate Ten Guests
- Glassware, Silverware, and Flatware China
- Three (3) Votive Candles per Table
- House Centerpieces
- Gift, Cake, and DJ Tables
- Appropriate Size Dance Floor
- Cake Cutting and Serving
- Professional Banquet Captain and Wait Staff to serve your Guests
- Special Guestroom Rate for Overnight Guests (Rates and Availability based on Occupancy)
- Complimentary Tasting for your Wedding Menu Selection for up to four Individuals
- One (1) Detailing Session and One (1) Final Walk-Through Meeting with your Director of Catering
- Complimentary Parking for your Guests

Platinum Collection:

- 10 Uplights in Ballroom in your choice of colors
- Butler Passed Champagne or Sparkling Cider for all Guests



Plated Dinner

Plated Dinner Includes:

Fruit and Cheese Display and Vegetable Montage

Salad *(Select One Item)*

Traditional Wedge Salad with Bleu Cheese Crumbles, Roasted Tomato, and Applewood Smoked Bacon

Assorted Baby Lettuce, Roasted Tomato, Sliced Cucumber, Applewood Smoked Bacon, Chopped Carrots, Garlic Croutons, and garnished with Chardonnay Vinaigrette

Citrus Salad, Spring Mixed Greens, Dried Cranberries, Mandarin Oranges, Red Onions, Crumbled Goat Cheese, Roasted Pine Nuts, and topped with Raspberry Vinaigrette

Entrées

Rigatoni Pasta with Marinara, Basil, and Ricotta | \$27 per guest

Grilled Chicken Breast with Lemon Cream Sauce, and Herb Roasted Red Bliss Wedges with Cracked Black Pepper, Baby Carrots, and Asparagus | \$29 per guest

Herb Butter Grilled Salmon with Wild Rice Pilaf and Batons of Squash, Zucchini, and Carrots served with Thyme Butter | \$31 per guest

Braised Short Rib of Beef with Horseradish Demi-Glace and Crispy Onions Rustic Southern Mashed Potatoes made with Buttermilk, Butter, and Chives and a Sautéed Vegetable Mélange with Garlic, Herbs, and Olive Oil | \$33 per guest

Petite Filet and Grilled Chicken Breast with Port Demi-Glace, Herb Roasted Red Bliss Wedges with Cracked Black Pepper, and a Sautéed Vegetable Mélange with Garlic, Herbs, and Olive Oil | \$41 per guest

Petite Filet and Grilled Citrus Crusted Shrimp with Wild Rice Pilaf and a Sautéed Vegetable Mélange with Garlic, Herbs, and Olive Oil | \$44 per guest

Dessert

Cake Cutting Ceremony with Wedding Cake

Freshly Brewed Starbucks Regular and Decaffeinated Coffee and Hot Tazo Teas

*add \$5 per guest for Platinum Collection



Buffet Dinner

Buffet Dinner Includes:

Fruit and Cheese Display and Vegetable Montage

Salad (*Select One Item*)

Traditional Wedge Salad with Bleu Cheese Crumbles, Roasted Tomato, and Applewood Smoked Bacon

Assorted Baby Lettuce, Roasted Tomato, Sliced Cucumber, Applewood Smoked Bacon, Chopped Carrots, Garlic Croutons, and garnished with Chardonnay Vinaigrette

Citrus Salad, Spring Mixed Greens, Dried Cranberries, Mandarin Oranges, Red Onions, Crumbled Goat Cheese, Roasted Pine Nuts, and topped with Raspberry Vinaigrette

Entrées (*Select Two*)

Rigatoni Pasta with Marinara, Basil, and Ricotta

Grilled Chicken Breast with Lemon Cream Sauce

Herb Butter Grilled Salmon

Braised Short Rib of Beef with Horseradish Demi-Glace and Crispy Onions

Maple Glazed Pork Loin Chops

Vegetables (*Select Two*)

Fresh Green Beans with Smoked Bacon

Batons of Squash, Zucchini, and Carrots served with Thyme Butter

Sautéed Vegetable Mélange with Garlic, Herbs, and Olive Oil

Starches (*Select Two*)

Herb Roasted Red Bliss Wedges with Cracked Black Pepper

Wild Rice Pilaf

Rustic Southern Mashed Potatoes made with Buttermilk, Butter, and Chives

Macaroni and Cheese with a Crispy Parmesan Breadcrumb Topping

Dessert

Cake Cutting Ceremony with Wedding Cake

Freshly Brewed Starbucks Regular and Decaffeinated Coffee and Hot Tazo Teas

\$45 per Guest with Gold Collection

\$50 per Guest with Platinum Collection



Strolling Reception

This Strolling Reception is designed with a mixture of Cocktail tables encouraging your guests to mix and mingle.

Strolling Reception Includes:

Vegetable Montage

Fresh Garden Vegetables to include Cucumber, Red Radishes, Carrots, Asparagus Stalks, Sweet Peppers, Harvest Tomatoes
Artfully Displayed, Seeded Crackers with Ranch Herb Dip

Fruit and Cheese Display

Havarti, Muenster and Gouda Cheeses with Sliced Strawberries and Blueberries
Assorted Crackers and French Baguettes

Choose Four Butler Passed Hors D'oeuvres

Choose Three Reception Station Enhancements. (One Complimentary Action Chef is included. Any additional Action Chefs will charged at regular price.

Dessert

Cake Cutting Ceremony with Wedding Cake
Freshly Brewed Starbucks Regular and Decaffeinated Coffee and Hot Tazo Teas

\$50 per Guest with Gold Collection

\$55 per Guest with Platinum Collection



Hors D'oeuvres

Minimum Order of 50 Pieces

\$2 Per Piece

Bruschetta

Crostini with Whipped Ricotta, Roma Tomato, Garlic and Basil

Spanakopita

Classic Blend of Spinach and Feta wrapped in Crispy, Flaky Layers of Phyllo Dough

Petite Chicken Cordon Bleu Puff Pastry

Buttery Puff Pastry Filled with Tender Chicken, Swiss and Ham

Barbeque Meatballs

Classic Favorite with Orange Chipotle Barbecue Sauce

Mac & Cheese Croquette

Southern Macaroni and Cheese Breaded and Deep Fried. Served with Tomato Coulis

\$3 Per Piece

Beef Wellington Bites

Savory Beef Tenderloin accented with Mushroom Duxelle Encasted in Puff Pastry

Philly Cheesesteak Egg Rolls

Traditional Philly Cheesesteak stuffed inside Eggroll

Chicken Satay

Asian Spiced Chicken on Skewer drizzled with Bourbon Peach Honey Mustard

Stuffed Date

Sweet Medjool Date stuffed with Spanish Chorizo wrapped in Smoked Bacon

Antipasto Skewer

Fresh Basil, Cherry Tomato, Salami, Mozzarella, Marinated Olive and Peppercini

\$4 Per Piece

Hibachi Beef Skewer

Teriyaki Glazed Beef Roulade with Pepper, Onion Cheese Blend on Skewer

Chicken and Waffle Skewer

Buttermilk Fried Chicken and Waffle Diamond on Skewer drizzled with Maple Syrup

Bacon Wrapped Scallops

Tender Scallop Wrapped in Apple Smoked Bacon

Shrimp Cocktail

Jumbo Shrimp Displayed on Ice. Served with Cocktail Sauce

Petite Crab Cakes

Homestyle Breaded Crab Cake topped with Remoulade



Reception Stations

Station Enhancements

* denotes Chef Attendant required \$60 fee

Tot-chos* | \$8 per guest

Crisp Tater Tots with house cheese blend and green onions

CHOICE OF TOPPING STYLE: Mexican Tot-Chos with carne asada, pico de gallo, sour cream, guacamole or

BBQ Tot-Chos with BBQ pulled pork, slaw, and garlic aioli

Brisket and Chips | \$10 per guest

BBQ Beef Brisket Sliders

Homemade Potato Chips (Blue Cheese / Apple Smoked Bacon / Green Onion)

Mac and Cheese | \$7 per guest

Smoked Gouda Macaroni and Cheese served with a variety of toppings such as Shredded Cheddar Cheese, Herbed Bread Crumbs, Bacon Crumbles, Sautéed Mushrooms, and Caramelized Onions

Coffee Braised Short Ribs* | \$12 per guest

Ancho Braising Jus and Tobacco Onions and White Cheddar Mashed Potatoes

Asian | \$6 per guest

Pork Fried Rice served in Chinese Takeout Boxes, Vegetable Spring Rolls with Sweet and Sour Sauce and Fortune Cookies

Sliders | \$15 per guest

Buffalo Chicken Slider with Pulled Buffalo Chicken, Bleu Cheese, and Carrot and Celery Relish.

All-American Beef Slider with Aged Cheddar Cheese, Smoked Bacon, and a Zesty Sauce

BLT Slider with Vine Ripe Tomato, Sliced Avocado, Smoked Bacon, Baby Lettuce, and Mayonnaise

Italian Slider with Marinara Meatball, Buffalo Mozzarella Cheese, and Basil Pesto Sauce

Mash Potato Bar | \$7 per guest

Roasted Garlic Yukon Mash, Smoked Bacon, Cheddar Cheese, Crumbled Blue Cheese, Chives, Roasted Mushrooms Sour Cream and Caramelized Shallot Gravy

Cookie Monster | \$11 per guest

Fresh Out of the Oven Jumbo Bakery-Style Chocolate Chip, Oatmeal Raisin, Peanut Butter, Rocky Road, and White Chocolate Macadamia Cookies. Served with Ice Cold Whole and Chocolate Milk

Doughy Delights | \$7 per guest

Fresh Baked Krispy Kreme Glazed, Sprinkle Donuts, Chocolate Glazed, Sugar and Maple Donuts, Custard, Jelly and Cream Filled Donuts Artfully Displayed. Served with Ice Cold Whole and Chocolate Milk.



Children's Plates

\$14 per guest. Choose one choice for all children. Served with Juice Box and Applesauce.

PB AND J

Creamy peanut butter and grape jelly on hearth-baked bread

CHEESEBURGER

With fries or veggies

GRILLED CHEESE

A tasty favorite

CHICKEN TENDERS WITH RANCH

Two crispy tenders, French fries or veggies

MAC & CHEESE

Good old-fashioned Kraft



Starwood Preferred Guest?

Not a Member yet? Ask your Catering Manager how to sign up!



Policies & Guidelines

RENTAL TIMINIG

Decoration setup time will begin two hours prior to start time. Earlier access may be offered based on availability. Your vendors should contact your Catering Manager to discuss delivery times. Wedding couple must remove all items from the premises including (but not limited to) any decorations, personal items, gifts or items other vendors supplied by contracted time.

REHEARSAL

Rehearsals are included in the rental at no charge and available based on availability. It must be scheduled with the Hotel thirty days in advance. Wedding couple is responsible for conducting the rehearsal.

CATERING

All food and beverages must be purchased from Sheraton Roanoke Hotel, with the exception of wedding cakes. All wedding cakes brought onto property must be from a licensed baker. Due to Department of Health regulations, we cannot allow any leftover food or beverages to be taken at conclusion of event. All menu selections must be given to Catering Manager at least one month prior to event.

FINAL COUNT

Final count is due 7 days prior to the event. Minimum charges will be based on the final count given at this time. If count is lower than actual number of attendees, you will be charged per person above final count. Final count should include all children, vendors and special request meals if applicable.

DEPOSITS & PAYMENTS

We require a \$1,000 non-refundable deposit along with a signed contract to reserve your date. After your deposit, here is the following payment schedule:

6 Months	25% of Expected Balance
90 Days	50% of Expected Balance
7 Days	Final Balance Remaining

Please Note: A completed credit card authorization must be on file for any event with a host bar.

FOOD AND BEVERAGE MINIMUM

The food and beverage minimum is based on the room location, size and day of the week. The minimum total is **before** service charge and tax.

BLOCK OF ROOMS

A block of guestrooms with a preferred rate can be arranged. The cutoff date to reserve a guestroom is one month prior to the wedding date. It is recommended to encourage your guests to book their room as early as possible before the deadline.

