



Welcome Guide

The 513

welcome,

& Thank You!

We're so happy and grateful you chose The 513 venue and team to be a part of your special day! We're passionate about what we do and we LOVE helping our guests throughout the wedding planning process. Whether you're looking for advice on vendor selection, your day-of timeline, assistance working through the best beverage options to host for your guests - we've got you covered!



Included in your Welcome Guide

- | Introduction to our Guest Management Team
- | What you can expect from us
- | Timeline for Consultations, Information and Payment Due Dates
- | What we'll need from you to prepare for your special day
- | The 513 Guest Tools & Resources
- | Frequently Asked Questions



Well Said

“Pick out the things that are the most important to you and let the rest fall into place!

Enjoy every minute of planning but most importantly, the wedding itself.

It goes by way too fast!!”

“Weddings are not about spending the least amount of money or the most amount of money, they are about spending good money on the elements that are most important to you and your partner.”

who we are

Meet the Team



THE 513

Managing Director

Heather Mekuly

✉ heather@the513appleton.com

With a background in Customer Service, Sales, Team and Project Management, Live Event Promotion/Production and more - Heather offers great organization, attention to detail, leadership and a team first mentality!



THE 513

Events Manager

Kaitlyn Kleinhans

✉ kaitlyn@the513appleton.com

High stress environments are Kaitlyn's game! After working in Live Event Promotion/Production and Kitchen Management, Kaitlyn joined The 513 team full time in 2021, and has brought positive energy, inspiring work ethic, creative ideas, team support and dependability that our team and guests rely on!

what you can

Expect from Us



Exceptional Service

Your dedicated Venue Coordinator will guide you in the planning process, connect with your vendors and make sure your day runs smoothly! Our bartenders individually have over 15+ years of experience, and provide quick and friendly service ranging from beer/wine to specialty cocktails! Security will keep you and your guests feeling comfortable and safe so you can party the night away!



Facilities and Furniture Management

You have enough to worry about on your special day, finding somebody to empty the garbage or move tables shouldn't be one of them! The 513 will have team members on-site throughout your entire venue rental to maintain the operation and cleanliness of the facility. Removing trash, maintaining restrooms, controlling lighting and temperature and more - our team has got it covered! We'll provide tables and chairs and make sure they are properly set for your ceremony, dinner and dancing!



Premium Bar Service

Whether selecting one of our beverage packages, opening a tab for the night, etc. our Main Bar will be open, fully staffed and available for guest purchases. We will make sure to provide adequate number of staffing for your final head count, and your dedicated Venue Coordinator will work with you to select the best beverage options for you. We offer beer, wine, spirits, hard seltzers and more, providing as much flexibility as possible to complement your unique day!

coordination summary

Details & Deliverables

Wedding planning can be overwhelming, we want to help! Below is an outline of what you can expect and when from your dedicated Venue Coordinator.

Don't worry, you're able to reach out with questions/concerns at any point - and we'll check in on you along the way as well - make sure you're doing okay :)



01

Initial Consultation | 6 Months Prior to Wedding

By phone or in person, you'll work through your "Event Order" together, discussing overall timeline, vendors, layout, bar selections, etc. Following your Initial Consultation, your Venue Coordinator will share: Initial Event Order, Initial Layouts, Initial Bar Estimate, Initial Chalkboard Mock-Up and a Payment Receipt for your Second Deposit. Your vendors will also receive their first communications at this time.

02

Final Consultation | 1 Month Prior to Wedding

By phone or in person, you'll review and finalize your "Event Order." Following your Final Consultation, your Venue Coordinator will share: Final Event Order, Final Layouts, Final Estimate and Final Chalkboard Proof. Your vendors will be contacted and receive final copies of day-of timelines and layouts.

03

Day-Of Coordination

Your dedicated Venue Coordinator will be on-site and available beginning at 10:00am until the start of Reception. They will greet all vendors and guide to proper setup locations, confirm timelines and coordinate venue logistics, queue your ceremony processional, assist to the best of their abilities with general guest questions/concerns and manage The 513 Events team for proper service.



Timeline

2 Weeks After Receiving Agreement

Submit Signed Agreement & Initial Deposit | \$2000

Receive Countersigned Agreement & Initial Deposit Receipt

Receive Instructions to Access Guest Portal

6 Months Prior to Your Wedding

Venue Coordinator Will Reach Out to Schedule Initial Consultation

Submit Second Deposit | \$2000

Submit Vendor Agreements

1 Month Prior to Your Wedding

Venue Coordinator Will Reach Out to Schedule Initial Consultation

Finalize Timeline, Layout, Bar Selection, Chalkboard, Etc.

Submit Photo/Media Release Authorization Form

2 Weeks Prior to Your Wedding

Submit Final Head Count

All Decisions Locked In - Additional Changes May No Longer Be Accepted Closer Than 2 Weeks Prior to your Wedding

1 Week Prior to Your Wedding

Submit Final Payment

Submit Credit Card Authorization Form for Day-Of Incidentals

what we need from you

Client Checklist

Below is a general checklist that can be used to keep track of items our team needs from you in order to create the most comfortable and successful experience possible. Your dedicated Venue Coordinator will be there along the way to help with any questions and reminders needed!

CHECKLIST

- Submit Signed Rental Agreement & Initial Deposit
- Sign Up for Guest Portal
- Submit Vendor Agreements & Second Deposit
- Finalize All Day-Of Information, Submit Photo Release
- Submit Final Payment & Credit Card Auth Form



Do you have any guests with special needs?

Do you have any special requests for the team at The 513?

TBD

Tools & Resources

01 GUEST PORTAL

Your Venue Coordinator will utilize this portal to share event documents, payment authorizations, photo release forms, vendor agreements, etc.

02 EVENT ORDER

This document will contain all the details related to the day of your event: timeline, vendors, beverage selections, day of contact, etc.

03 MULTI -LEVEL LAYOUTS

Utilizing the Main & Mezzanine Level Layouts are key, even if your event doesn't logistically require both levels. Work with your Venue Coordinator to make the most of the space!

04 BEVERAGE GUIDE

In the Beverage Guide, you'll find our Main Beverage Packages, Morning Beverage Packages, Wedding Party Drink Order Form +

05 VENDOR GUIDE

In the Vendor Guide, you'll find our Recommended Vendors, as well as contact information and highlights of top recommendations


06 AUTHORIZATION/RELEASE FORMS

We'll utilize incidental credit card authorization forms, media release forms and more to make sure we are respecting all guests and vendors, and all information is clear at all times

Communication & Availability

Contact Details

 events@the513appleton.com

 (920) 666-0513

 www.the513appleton.com

Office Hours

 M - F 11:00am - 4:00pm CST

Response Time

 24 - 48 hours, Excluding Weekends

Frequently Asked Questions

Are we able to access the venue prior to 10:00am, either for hair/makeup or decorating?

Our standard venue rental includes access from 10:00am-12:30am, however, we do have options to begin your rental as early as 8:00am for an additional fee.

Are we able to host our rehearsal and/or rehearsal dinner on-site?

If reserving a Friday date for your wedding, we do offer the opportunity to reserve the Thursday prior to your wedding at a special rate. Offered rates will vary based on rehearsal only vs. dinner included.

Are we able to bring in our own food/beverages in?

The 513 does maintain a valid liquor license, as such, all beverages must be purchased through The 513. All food is required to be provided by a licensed caterer. AM Hours are excluded from catered food restrictions.

Are we able to leave any personal items or decor at the venue following our event?

No. We require all guests, vendors, and all items to be vacated from the venue space by 12:30am (end of your rental period) in order to best respect and maintain the schedule of our internal and support team.
