



Sheraton Suites Wilmington

422 Delaware Avenue
Wilmington, Delaware 19801

Sheraton Suites Wedding Reception Guide

Professional Coordination

Our Wedding Specialist will assist in planning and coordinating each aspect of your reception. The hotel's professional staff will provide exceptional service to you and your guests to ensure that your special day is a terrific and memorable success!

Hospitality Suite

Private Champagne Reception for the Bridal Party in our Club Level Lounge with Hot and Cold Hors d'oeuvres, Wine, Imported and Domestic Beer, Champagne and Soft Drinks

Wedding Cake

Custom appointed wedding cake by Cannon's Bakery in your choice of flavor and design

Fresh Floral Centerpieces

Lush floral centerpieces created by Boyd's Flowers to enhance your reception décor, complimented by circular glass mirrors and votive candles.

Sparkling Sculpted Ice

Choose from a variety of hand-carved ice sculptures to enhance your cocktail reception displays.

Linens and Chair Covers

Floor length linens and crisp cloth napkins in your choice of color. White or ivory chair covers to drape each chair are also included.

Personalized Wedding Website

A custom website will be designed specifically for your wedding. Your guests have the opportunity to place their reservations online and receive up-to-date information about your special day.

You may view your current reservation list at any time to simplify your planning.

Overnight Accommodations

Complimentary Suite for the Bride and Groom on our Club Level Floor with a Bottle of Champagne, Sweetheart Chocolates and Rose Petals. Special Group Rates will be made available to accommodate your guests.

Complimentary Services

Complimentary parking in the hotel's garage is provided for your wedding guests.

Menu cards are displayed on each table.

A complimentary menu tasting is scheduled for up to four guests.

Experience your honeymoon night all over again on your First Anniversary with a complimentary overnight stay and dinner for two in Basil Restaurant.

T 302 654 8300
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An Elegant Touch...

Invitations and Announcements

Birchcraft Studios, the leader in fine stationery, offers discounted pricing for your Save the Date Cards, Wedding Invitations, Announcements, Place Cards and Thank You Cards.

Wedding Favors and Accessories

Your Wedding Specialist is happy to offer coordination for everything from your wedding favors and toasting glasses to gifts for your Bridesmaids and Groomsmen.

Indulgence Packages

Relax your mind, body, and soul as you and your bridal party prepare for your wedding day. Your Wedding Specialist is happy to arrange an array of services from hairstyling and make-up application to massage and spa treatments for both the Ladies and the Gentlemen!

Decorative Special Linens and Chair Covers

To enhance your reception décor, select from a variety of patterns, fabrics and colors of upgraded table linens, overlays, chair covers, sashes and napkins.

Charming Ceremonies

We are honored to be a part of the moment when you join your lives as one. Allow yourself and your guests the stress-free convenience of the Sheraton Suites hosting both your wedding ceremony and reception. Ceremony Fee is \$500.00.

Limousine and Transportation Services

Elegant transportation can be arranged for you, your bridal party and your guests through one of our select transportation services.

Please see your Wedding Specialist to discuss custom design and pricing for each of these enhancements.

Premium Open Bar Service

Bar Service is available for four hours. You may choose to close the bar for one hour during dinner or for the last hour of your reception. Additional bar service may be added to your package upon request for an added charge.

Premium Liquors

Smirnoff Vodka, Beefeaters Gin, Bacardi Light Rum, Dewars White Label Scotch, Jim Beam Bourbon, Seagrams 7 Whiskey, Sauza Tequila, Christian Brothers Brandy, Puckers Flavored Schnapps, Amaretto and Kahlua

Wine Selections

Mirrasou Chardonnay, Cabernet Sauvignon, Merlot and White Zinfandel
Your guests will be offered a glass of sparkling champagne to toast you both on your wedding day.
Wine selections may be offered to your guests with their meal – please add \$5.00 per person.

Imported and Domestic Beer

Coors Light, Budweiser, Miller Light, Yuengling, Heineken, Amstel Light, O'Doul's

Stationary Hors d'oeuvre Presentations

(Please Select Two)

International Cheese Display

Imported and Domestic Cheeses Garnished with Fresh Fruit, Specialty Crackers & Sliced Breads

Elegant Vegetable Crudit 

Crisp Seasonal Vegetables Served with a Selection of Dips

Sun Drenched Fresh Fruits

Fresh and Sweet Sliced Fruits and Berries served with Honey Cinnamon Yogurt

Caramelized Baked Brie En Croute

Served with Fresh Seasonal Berries and Sliced French Baguette

Smoked Salmon

Sliced Smoked Salmon Served with Capers, Red Onions and Crostini

International Antipasto

Grilled Eggplant and Zucchini, Roasted Peppers and Garlic, Marinated Mushrooms, Artichokes and Pesto Olives, Fresh Mozzarella, Vine-Ripened Tomatoes and Fresh Basil, Sliced Prosciutto and Genoa Salami, Country Bread and Focaccia, Herb Infused Virgin Olive Oil and Balsamic Vinaigrette

Cocktail Reception Action Stations

Carving Station

Hand Carved Tenderloin of Beef with Creamy Horseradish, Whole Grain Mustard and Au Jus

Please add \$6.00 per guest

Roasted Turkey Breast served with Cranberry Chutney, Mayonnaise and Whole Grain Mustard

Please add \$5.00 per guest

Saut  Station

Chicken and Beef Cubes saut ed with Asian Vegetables and served in Belgian Endive Spoons

Please add \$7.00 per guest

Butler Passed Hors d'oeuvres

(Please Select Three)

Spanakopita

Spinach and Feta Cheese wrapped in a Light Phyllo Pastry Dough then Baked to Golden Brown

Vegetable Spring Rolls

A Mixture of Asian Vegetables Wrapped in Thin Won Ton

Apples & Boursin

Granny Smith Apples paired with Boursin Cheese

Asparagus and Asiago

Asparagus and Asiago Cheese Wrapped in Light Phyllo Pastry Dough

Sesame Chicken

Marinated Chicken Sate with Peanut Sauce on a Skewer

Miniature Chicken Cordon Bleu

Chicken Breast Filled with Smoked Ham and Gruyere Cheese then Tossed in Parco Bread Crumbs

Pineapple Chicken

Chicken and Pineapple Served with Sweet & Sour Sauce

Miniature Beef Wellington

Beef Tenderloin and Mushroom Duxelle En Croute

Prosciutto Wrapped Melon

Seasonal Sweet Melon wrapped in Shaved Prosciutto

Cold Canapés

Cold Canapes with Assorted Fillings

Roasted Sirloin of Beef

Tender Roasted Sirloin on Crispy Crostini with a Dollop of Horseradish Cream Sauce

Beef Brochettes

Beef Tenderloins, Bell Pepper and Mushrooms Glazed with Teriyaki Sauce

Scallops Wrapped in Bacon

Golden Brown Baked Sea Scallop Wrapped in Bacon

Jumbo Shrimp Cocktail

Jumbo Shrimp with Zesty Cocktail Sauce and Lemon Wedges

Please add \$5.00 per guest

Maryland Lump Crab Cakes

Miniature Crab Cakes Served with Fire Red Roasted Red Pepper Beurre Blanc

Sushi Rolls

California, Spicy Tuna and Vegetable Rolls served with Soy, Wasabi and Fresh Ginger

Please add \$5.00 per guest

The Introduction

(Please Select One)

Chilled Fresh Seasonal Fruit

A Medley of Flavorful Fruits Served in a Champagne Glass

Traditional Wedding Soup

Greens, Sliced Chicken and Miniature Meatballs in a Clear Broth

Grilled Marinated Portabello Mushrooms

Served with Lemon Thyme Vinaigrette and Mascarpone Cheese

Lobster Bisque

Creamy Bisque with Fresh Maine Lobster

Sun Dried Tomato Ravioli

Four Delicious Sun-Dried Tomato Ravioli served with a Roasted Leek Cream Sauce

Smoked Salmon

Garnished with Cilantro Oil, Lime and Capers

Roasted Tomato Basil Soup

Creamy Tomato Soup with Italian Spices, Garnished with Fresh Basil Leaves

Grilled Chicken & Three Cheese Ravioli

Four Grilled Chicken Ravioli served with Vodka Blush Sauce

Minestrone

Italian Vegetables in a Rich Broth

Lobster Ravioli

Four Lobster Ravioli Served with a Lemon Basil Cream Sauce
Please add \$5.00 per guest

Shrimp Cocktail

Five Jumbo Shrimp with Lemon and Mignonette Sauce
Please add \$5.00 per guest

From the Garden

(Please Select One)

Sheraton Suites Salad

Mixed Greens, Goat Cheese, Dried Cranberries, Marinated Kennett Square Mushrooms and Raspberry Vinaigrette

Fresh Garden Salad

Crisp Romaine Lettuce with Cucumbers, Cherry Tomatoes, Shredded Carrots and Herb Croutons
Accompanied by a Selection of Salad Dressings

Spinach Salad

Fresh Spinach with Sliced Mushroom, Red Onion, Bacon Bits and Herb Crouton Served with Warm Bacon Dressing

Classic Caesar Salad

Fresh Romaine Lettuce Tossed with Croutons, Parmesan Cheese, Herb Crouton and Creamy Caesar Dressing

Intermezzo

Cleanse your Palate with Mixed Berry or Lemon Sorbet
Please add \$3.00 per guest

The Main Course

(Please Select Two)

Mediterranean Chicken

Boneless Chicken Breast Sautéed with Sun Dried Tomatoes, Shiitake Mushrooms, Artichokes and Fresh Spinach in a Basil White Truffle Reduction
\$80.00 Per Guest

Chicken Wellington

Boneless Breast of Chicken Wrapped in Puff Pastry with a Mushroom Duxelle and Served with a Cabernet Sauce
\$85.00 Per Guest

Salmon with Lemon Thyme Sauce

Fresh Salmon Filet Broiled to Perfection Accompanied by a Lemon Thyme Sauce
\$87.00 Per Guest

Striped Sea Bass

Grilled and Served with Citrus Seawater Butter Sauce
\$88.00 Per Guest

Maryland Crab Cake

Jumbo Lump Maryland Crab Cake Served with a Roasted Red Pepper Coulis
\$89.00 Per Guest

Aged Australian Prime Rib

A 10oz. portion of Aged Australian Prime Rib of Beef Served with Au Jus
\$91.00 Per Guest

Filet Mignon

8oz. Filet Mignon, Charbroiled and Served with your choice of Wild Mushroom Cabernet Sauce, Au Poivre, Wild Berry Demi Glace or Madeira Sauce
\$104.00 Per Guest

Rack of Lamb

Roasted Rack of Lamb Served with Traditional Mint Sauce
\$99.00 Per Guest

Chef's Duet

6oz Filet of Beef Served with Wild Mushroom Sauce and Your Choice of Grilled Salmon, Sautéed Shrimp or Seared Crab Cake Served with Lemon Thyme Sauce
\$119.00 Per Guest

Accompaniments

All Entrees are Served with Chef's Selection of Starch and Vegetable, Fresh Baked Rolls and Butter Coffee, Decaffeinated Coffee and Hot Tea
Entrée Plates are Garnished with Exotic Wild Orchids

All Gratuities and Service Charges are Included.

After Dinner Delights

Cordials

Frangelica, Bailey's Irish Cream, Hennessy V.S., Remy Martin V.S.O.P., Sandeman's Don Fino Sherry, Glenfiddich Single Malt Scotch, Crème de Menthe

\$8.00 per drink

International Viennese Dessert Table

French and Italian Pastries, Petite Fours, Cannoli, Cream Puffs and Éclairs served with Hot Chocolate, White Hot Chocolate, Whipped Cream, Chocolate Shavings and Crushed Peppermint Candies

\$14.00 per guest

Fondue Station

Milk Chocolate and White Chocolate Fountains served with Sliced Strawberries, Bananas, Pineapple and Melons, Cream Puffs, Fresh Baked Cookies and Pound Cake for Dipping

\$10.00 per guest

Financial Arrangements and Availability

Deposit Schedule and Guarantees

A \$1,000.00 deposit is required along with the signed contract to secure the date and time.

A signed credit card authorization is required with the signed contract.

Fifty percent (50%) of the revenue minimum is required six (6) months prior to your reception.

The final guaranteed guest count is required one week prior to your reception.

Once the final count is given, decreases will not be permitted.

Final payment in full is required three days (72 hours) prior to your reception.

All deposits are non-refundable and may be made by cash, certified check or credit card.

Availability

Your reception may begin at any time based on availability.

The hotel is happy to extend a 5% discount to receptions held on Friday and Sunday.

The Perfect Honeymoon

Allow us to assist you with planning the honeymoon of your dreams...

Starwood Hotels and Resorts offers Bridal Couples the opportunity to register for their honeymoon at any one of over 870 hotels and resorts throughout the world!

St. Regis, Westin, W Hotels, Sheraton, Four Points by Sheraton and The Luxury Collection hotels are located in some of the world's most romantic locations, such as the Bora Bora Nui Resort in Tahiti, The Hotel Gritti Palace in Venice, Italy, and the Princeville Resort in Kauai, Hawaii.

Simply call Starwood's Honeymoon Concierge at 1-800-503-7800 to begin planning your perfect honeymoon!

Choose from such locations as Hawaii or Mexico to the South Pacific or the Greek Islands.

Honeymoon Concierge will also help customize little extras like a cruise in Crete, a picnic on the beach in Sardinia or a snorkel excursion in the Bahamas. You can also visit Starwood's Honeymoon Collection website at www.spg.com/honeymoons to view hotel slide shows, property and destination content and fun activities.

Once you've chosen your destination, couples may register their honeymoon with WeddingChannel.com so that friends and family can contribute "honey-money" to your once-in-a-lifetime trip.

You will earn StarPoints for your entire Wedding Reception here at the Sheraton Suites Wilmington and all sleeping rooms in your room block. These points may be redeemed at any Starwood property, or during your honeymoon!



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The Sheraton Suites Wilmington is the Best Value for Business or Leisure Travel

Ideal for both business and leisure activities, the Sheraton Suites Wilmington is situated in the heart of downtown Wilmington. Close to major Fortune 500 companies, the Grand Opera House, the Wilmington Riverfront and world-class museums in the Brandywine Valley.

The Sheraton Suites Wilmington features:

- 223 spacious, newly renovated, two-room suites
- Club guest suites with added features such as Hewlett Packard printer/copier/fax, two 2-line speakerphones with voice mail, free local calls, oversized desk with Executive chair. Continental breakfast and evening hors d'oeuvres served in our exclusive Club Lounge.
- Superior conference facilities with 11 meeting rooms to handle Corporate and Social Catering Events for up to 300 people
- Indoor pool and sauna
- State-of-the-art Fitness Center
- Basil Restaurant and Bar
- Secured Covered Parking
- 24-hour Gift Shop
- Easy access to Interstate 95, just 20 minutes from Philadelphia International Airport
- Amtrak train station less than 1 mile from hotel
- Part of Starwood Hotels & Resorts Worldwide, Inc., which has a portfolio of over 700 hotels and resorts around the globe (Sheraton, Westin, Four Points by Sheraton, St. Regis, W Hotels and the Luxury Collection)
- Starwood Preferred Guest Program, the top Guest Frequency Program in the country
- Starwood Preferred Planner Program (Meeting Planner Frequency Program)

Exceptional comfort, value and style are the hallmarks of the Sheraton Suites Wilmington.

Each of our 223 guest suites feature:

- Bedroom with bath/dressing area
- Separate living room with queen sized pull out sofa
- Wet bar with refrigerator, microwave, coffee maker and complimentary bottled water
- Iron, ironing board and hair dryer
- Desk with ample lighting and work space
- Two televisions with remote control, Showtime, Nintendo and Pay-Per-View movies
- Two telephones with voice mail
- Complimentary USA Today weekday newspaper delivered to your door

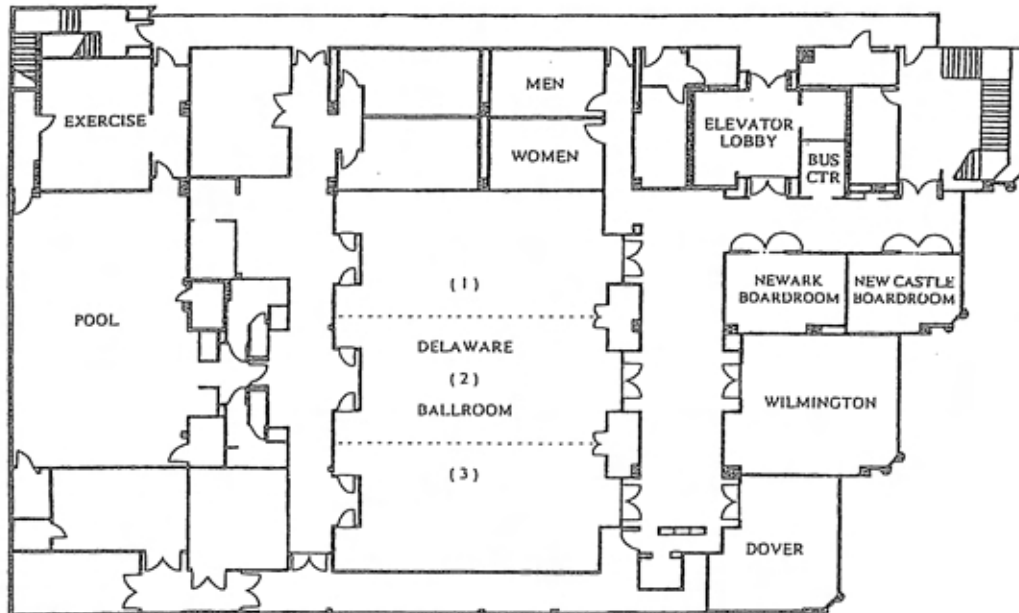
Please contact the Sales and Catering Office at 302-576-8009 for more information.
For reservations, please call 800-325-3535 or visit our website at www.sheraton.com/suiteswilmington

T 302 654 8300
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Sheraton Suites
WILMINGTON
DELAWARE

MEETINGS AND CELEBRATIONS, MADE TO ORDER



Meeting Room	Dimensions (L x W)	Square Footage	Capacity							Height
			Theater	Schoolroom	Conference	U-Shape	Reception	Banquet		
Delaware Ballroom	62' 6" x 42' 5"	2,655	240	120	N/A	N/A	300	210	13 ft	
Delaware I	20' 10" x 42' 5"	885	70	36	24	28	80	60	13 ft	
Delaware II	21' x 42' 5"	892	70	36	24	28	80	60	13 ft	
Delaware III	20' 8" x 42' 5"	878	70	36	24	28	80	60	13 ft	
Wilmington	21' 7" x 25' 9"	554	40	24	28	25	45	40	13 ft	
Dover	21' 11" x 20' 9"	455	25	14	20	12	30	20	13 ft	
New Castle Boardroom	17' 8" x 12' 3"	216	N/A	N/A	10	N/A	N/A	N/A	13 ft	
Newark Boardroom	19' 11" x 12' 8"	252	N/A	N/A	10	N/A	N/A	N/A	13 ft	

Sheraton Suites Wilmington has an entire floor of meeting facilities: a 2,655-square foot ballroom, multi-purpose meeting rooms, conference suites and executive boardrooms.

Our attentive, professional staff will help ensure the success of any corporate or social event.



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Audio Visual Rental

Monitors / Cameras

DVD Player with Monitor and Cart	\$175
TV/VCR 27" Monitor and Cart	\$135
VCR with Cart	\$ 90
13" Color Monitor	\$ 45
25" Color Monitor	\$ 75
27" Color Monitor	\$ 75
32" Color Monitor	\$125
VHS Camcorder with Tripod and Cassette	\$150

Projection

6' Screen	\$ 40
7' Screen	\$ 40
8' Screen	\$ 40
Kodak 35 mm Slide Projector, Zoom Lens, Tray & Wired Remote	\$ 50
Wireless Remote for 35 mm Slide Projector	\$ 25
Overhead Projector with Stand	\$ 75
4000 Lumens Overhead Projector with Stand	\$100
Direct View Opaque LCD Projector Pkg. with Screen, P/S, and Cords	\$425
**Above LCD Package with Sound	\$500
Telescoping Audio Visual Stand	\$ 20

Sound Equipment

Handheld Microphone with Cord	\$ 75
Wireless Lavalier Microphone	\$ 75
Wireless Handheld Microphone	\$ 75
Wireless Handheld Microphone with Podium	\$100
4 Channel Mixer	\$ 45
8 Channel Mixer	\$ 75
Portable CD Player and Remote	\$ 75
Direct Box	\$ 50
Speakers	\$ 75

Miscellaneous

Post-It Flip Chart with 4 Markers	\$ 40
A Frame Easel	\$ 10
Whiteboard (30"x36") with 4 Dry Erase Markers	\$ 30
Audio Visual Cart with 3 Outlets	\$ 25
Polycom Speakerphone	\$ 95
DID Line	\$125
Extension Cord with Safety Cord Cover	\$ 10
Power Strip	\$ 10
Power Strip with Phone Plug	\$ 25
Podium	\$ 25
6' X 8' Riser (per section)	\$ 20
High Speed Internet Initial Connection	\$250
High Speed Internet additional Connections	\$ 50
Cyber Café (Up to 50 Connections)	\$500
Laser Printer	\$350

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sheraton.com/suiteswilmington

Please ask for availability of items not listed.

A 22% service charge will be added to the total bill. Prices are subject to change without notice.



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Driving Directions

From Philadelphia and North: Follow I-95 South into Delaware. Exit at Delaware Avenue (Exit 7b, Route 52). Go to the top of the exit ramp and make a left turn at the traffic light. Follow Delaware Avenue for about one mile. The hotel is on the right.

From Baltimore and South: Follow I-95 North into Delaware. Use the Delaware Avenue Exit (Exit 7, Route 52) At the top of the ramp, go straight for four blocks. Turn Right at the fourth block, which will be Delaware Ave. Follow Delaware Avenue for about one mile. The hotel is on the right.

From the King of Prussia/Valley Forge Area: Use I-476 South (the Blue Route) to I-95 South all the way into Delaware. Exit at Delaware Avenue (Exit 7b, Route 52). Go to the top of the exit ramp and make a left turn at the traffic light. Follow Delaware Avenue for about one mile. The hotel is on the right.

From the New York City Area: Follow the New Jersey Turnpike all the way south to Exit 1 for I-295 South and the Delaware Memorial Bridge. Go over the Delaware Memorial Bridge. Follow I-295 South to I-95 North. Use the Delaware Avenue Exit (Exit 7, Route 52) At the top of the ramp, go straight for four blocks. Turn right at the fourth block, which will be Delaware Ave. Follow Delaware Avenue for about one mile. The hotel is on the right.

From Lancaster County: Follow Route 30 East to Route 202 South. Take 202 South to I-95 South. Follow I-95 to the Delaware Avenue Exit (exit 7b, Route 52) Go to the top of the exit ramp and make a left turn at the traffic light. Follow Delaware Avenue for about one mile. The hotel is on the right.

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