



Essex Street Inn's

Wedding Accommodations Guide

Some Helpful Tips:

- Have your guests make their own reservations.
- Ask your Inn/Hotel for current guest lists regularly.
- Remember to release your unreserved rooms on the day specified to avoid unnecessary expense.
- Make sure the front desk has a copy of important information so that they can give it to your guests (start times for rehearsal dinner, service, limousine pick-up, addresses for events, etc.)
- Have guest gift bags (and room numbers) ready for drop-off 24 hrs. prior to guest arrival.
- On your "Save the Date" cards let people know where you have rooms reserved.
- Never change a guests reservation without their knowledge.
- Do Not make a reservation online...the property will indicate "Sold-Out" as the rooms are already reserved for your guests.
- Delegate...your friends and family are there to help. Use them to make things easier for you.
- Ask for help if you need it!



Important Questions to Ask:

- Are there plenty of things for our guests to do in and around the Inn?
- Do you have handicapped rooms?
- Are you "easy" to get to?
- Do you have free parking?
- Do you offer a variety of rooms at different rates?
- Do you have rooms/rates for extended stays?



Essex Street Inn - Newburyport