



Old Towne Danville Bakery
**CAKE & DESSERT
ORDERING GUIDE**

Hello!



Congratulations on your upcoming nuptials!

My name is Karen Cordeiro, I am the owner of Old Towne Danville Bakery.

*I have had the pleasure of working closely with
Wedgewood Brides & Grooms for over the past 10+ years!*

*I looking forward to getting to know you both
& helping create your special Wedding Cake & Desserts for your big day!
I have included an information guide on our ordering process for Wedgewood couples!*

Karen

What to Expect

WHAT TO EXPECT

We work closely with Wedgewood and once you have booked your wedding date. We are notified by Wedgewood of your date and if your package includes your Wedding Cake or Dessert! We anticipate working with you on your Wedding Date and will have the date saved already in our schedule



✓ 5 MONTHS TO WEDDING

We ask that you contact our store by calling (925) 837-7844 extension 3 to schedule a date for when you can come to pick up a sample box from our store.

If it goes to voicemail, please leave your name, number & wedding date/venue. We will be in contact with you within 3 days to set up your cake/dessert sample box pick-up date.

✓ AFTER SAMPLING

We will have you write an email with your choices you have selected and include any images or inspiration you may have in the email.

Please refer to the Email Checklist in the next page to ensure we have all the necessary information needed.

✓ 4 TO 3 MONTHS TO WEDDING

We will schedule your time to come in for your sample pick-up between 3-4 months ahead of your Wedding date.

Due to safety measures, we ask you to try your samples at home or on our patio if space is available.

✓ ONCE WE RECEIVE YOUR EMAIL

Once your email is received. You will get a automated message that confirms your email has been received.

We will print out all your information that is included in i.e- flavors, pictures, etc. and place those in a personalized folder for you!

Email Checklist



At your sample box pick up, we will set up a 10 minute confirmation call time with Karen for the following week, to ask any questions and confirm your email has been received.

Please send your email to **danvillebakery@sbcglobal.net**

WHAT TO WRITE IN YOUR EMAIL TO US

- Your Names & Best Telephone Number to Contact
- Wedding Date & Venue Name
- Event Start Time
- Floral? | Yes or No | If Yes, Please indicate who is bringing it
- Cake Topper | Yes or No |

Wedding Cake Details

- Top Tier | Cake Flavor & Filling
- 2nd Tier | Cake Flavor & Filling
- 3rd Tier | Cake Flavor & Filling
- Bottom Tier | Cake Flavor & Filling



- Please note it does not have to be 4 tiers,
- We have many size cake pans & We want to create your vision.
- The Bottom Tier is the most important one as this is tier is the you cut
- INCLUDE: Any cake inspiration or designs in what you are visioning

Having a Dessert Bar?

Dessert Bar must be included in your package

*Dependent on your guest count, your dessert bar option count could increase or decrease
All squares are cut in half

Timeline

**5 MONTHS
BEFORE**

CALL TO SET UP SAMPLE BOX PICK-UP TIME

*Please Call 925.837.7844 Ext.3
Friday & Saturday Pick-Ups Between 1 PM-3 PM*

**3 TO 4 MONTHS
BEFORE**

SAMPLE BOX PICK-UP

It's Time To Try Your Wedding Cake/Dessert!!

**AFTER
SAMPLING BOX**

EMAIL CONFIRMATION CALL

*We will set up a time to chat &
confirm email was received*

**WEEK OF
WEDDING**

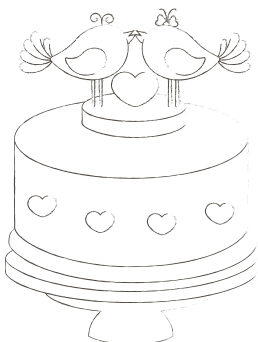
WEDDING WEEK CONFIRMATION CALL

*Between Sunday-Tuesday, I will call you & confirm
all your details*

WEDDING DAY

YOUR DAY IS HERE!

*I arrive very close to your start time as you go one
way, I go the other! So please not to worry on final
walk throughs anyone may do!*



Keep in Touch



We offer a complimentary Anniversary Cake to celebrate your first year of marriage!
We just ask you call the store the next year & let us know its your anniversary!



PERSONALIZED COOKIES

We offer custom cookies through our shop!
We can write your new initials or a cute heart
like above as a favor or special gifts for your
wedding guests

CUSTOM COOKIES
START AT \$2.50 EACH



BRIDAL PARTY MORNING BREAKFAST BOXES

We also offer morning breakfast
boxes for your Bridal Party

INQUIRE IN STORE



@OLDTOWNEDANVILLEBAKEY

105 TOWN & COUNTRY DRIVE SUITE G
DANVILLE, CALIFORNIA 94526

TELEPHONE +925 837 7844 | EMAIL DANVILLEBAKERY@SBCGLOBAL.NET

WWW.DANVILLEBAKERY.INFO

