

Below are all the details that will be necessary in discussing the final planning stages of your wedding reception. Please use them as a guide in determining your needs to assist us in making your reception a beautiful success.

EXPECTED ATTENDANCE / MINIMUM GUARANTEE

Total Number of Invitations Sent _____
Percentage In-State / Out-of-State _____

LOCATION OF CEREMONY _____

TIME OF CEREMONY _____

LENGTH OF CEREMONY _____

WEDDING PICTURES

Will pictures be taken at ceremony site or off-site following ceremony? _____
How long does photographer estimate for taking of wedding pictures? _____
Do you plan on joining your reception / cocktail hour? _____

RECEPTION SCHEDULE

Reception _____
Doors Open _____
Receiving Line _____
Introductions _____
Invocation / Blessing _____
Toast _____
Lunch or Dinner _____
Cake Cutting _____
Dancing / First Dance _____
Garter / Bouquet Toss _____
Conclusion _____
Dancing Between Courses _____

MENU SELECTIONS

During Cocktail Hour (Hors d' Oeuvres) _____
Appetizer / Soup _____
Salad _____
Entrée _____
Dessert _____
Special Needs (Vegetarian, Kosher, Children, Allergies) _____

BEVERAGE SELECTIONS

During Cocktail Hour _____
During Meal (Wine Service / Champagne Toast) _____
Wine Upgrade _____
Toast (Champagne or Cider) _____

Upgraded Bar or Extended Hours _____

WEDDING CAKE INFORMATION

Cake Top (Floral or Statue - Client to provide either) _____

Floral Decorations for Cake Table (Florist to Provide) _____

Cake Flavor _____

Cake Fillings _____

Color of any Decoration _____

Type of Icing / Color of Icing _____

Client to Keep Topper _____

Served or Placed on Sweet Table _____

ROOM SET-UP

Table Numbered (Yes / No) _____

Frame Type _____

Place Card Table _____

Gift Table / Guest Book _____

Cake Table _____

Piano Needed (Where for Dinner / Reception) _____

Coat Check (Cash Basis / Hosted) _____

Votive Candles _____

Microphones _____

LINEN CHOICES

Tablecloths (White, Ivory Brocade, Black or BBJ / Specialty) _____

Napkin (White or BBJ / Specialty) _____

Napkin Fold _____

Head Table _____

Cake Table _____

OTHER DÉCOR

(Provided by Client)

Table Centerpieces _____

Wedding Colors are: LADIES _____

GENTLEMEN _____

Additional Décor (Favors, Menu Cards, etc) _____

Church Flowers _____

OPTIONAL ITEMS

(Provided by Client - These items should be delivered to your Catering Manager 72 hours prior to your reception)

Cake Knife _____

Bride / Groom's Toast Glasses _____

Guest Book & Pen _____

Cage of Satchel for Gift Envelopes _____

Place Cards _____

Bridal Favors (Displayed Where) _____
Personalized Matches or Napkins _____
Cake Topper if Statue _____
Final Floor Plan with Number of Guests at Each Table _____

NAME OF PERSON IN CHARGE DURING THE ENTIRE EVENING OR THE WEDDING COORDINATOR _____
(Relationship to Bride & Groom)

DELIVERY OF GIFTS TO WHOM? _____

USE OF SAFETY DEPOSIT BOX ? _____

BILLING ARRANGEMENTS

The remaining balance is due 3 working days prior to your wedding day along with your final attendance guarantee. Please forward to your Catering Manager.

GUARANTEE

Your attendance guarantee is required 3 working days prior to your wedding day. If no guarantee is received, we will charge the original estimated guarantee. We will not overset more than 3% of your final attendance guarantee.

ADDITIONAL INFORMATION

The following information will help us identify those involved with arranging your special day. Please provide their name and phone number.

FLORIST _____

PHOTOGRAPHER _____

VIDEOGRAPHER _____

TRANSPORTATION COMPANY _____

ENTERTAINMENT _____
(Band or DJ)

WEDDING COORDINATOR _____

Please be prepared to provide a complete list of the wedding party that you want introduced to begin your reception to your entertainment (Band or DJ) prior to start so that they have time to review the names for pronunciation.