

WEDDING SALES

Name: _____ Email: _____

Date of Inquiry: _____ Tour Date: _____

WEDDING RECEPTION CHECKLIST:

Reception: _____ Reception Date: _____
(Bride's last name/groom's last name)

Bride's Name: _____ Groom's Name: _____

Bride's Parents: _____

Groom's Parents: _____

Day of Coordinator or Alternate Contact: _____

VIP Guests: _____

ROOM SET UP:

See diagram for layout

Linens: Standard White | Floor Length White | Premium/Specialty *(see function sheet)*

Cloth Napkins: None | Standard White | Premium Linen

Favors: _____

Portrait: Incoming | None | Multiple: _____

Other personal items brought by bride: _____

Centerpieces: _____

Additional Decor: _____

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MENU

Menu Format: Plated Dinner | Hors d'oeuvre Reception | Buffet Dinner

Upon Arrival: Passed Hors d'oeuvres | Stationed Hors d'oeuvres

Late Snack: Passed | Stationed

BEVERAGES

Passed: Wine | Champagne | Specialty Drink

Station: Coffee | Tea | Punch

Bar: Non-Alcoholic | Beer & Wine | Full Bar

Special: Specialty Drink | Premium Wines

Wedding Cake Martini: _____ Cosmopolitans: _____ Cranberry Champagne: _____

Bar Service Start: _____ End: _____

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TIMELINE

Ceremony Time & Location _____

Earliest time Guest could begin arriving: _____

What is happening as Guests arrive?

Tray pass hors d'oeuvres _____ Tray Pass Wine _____ Hors d'oeuvre station open _____ Bar open _____

Wedding Party arrival?

Hold wedding party to be announced _____ Hold Parents too _____ Wedding Party may enter reception _____

Bride & Groom Arrival: _____

What happens when the bride and groom arrive?

Band/DJ to announce full wedding party _____ Band/DJ to announce only bride and groom _____

First Dance (recommended upon entry): _____

Family dance to follow _____ Family dances will be later _____

Dinner/Main Buffet: _____

Cake Cutting (recommended within 1 hour of bride and groom arrival): _____

Toast (recommended to occur with cake cutting): _____

Cake Cutting (recommended within 1 hour of bride and groom arrival): _____

Tray Pass champagne for toast: _____ Guest may toast with drink already in hand: _____

Tray Pass late snack: _____ Close bar (30 minutes prior to departure): _____

Departure: _____

What happens during departure: _____

Who will take home gifts/personal items: _____

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VENDORS

BAKERY

Contact: _____ Email: _____

Set Up: _____ Pick Up: _____ Phone Number: _____

Cake Special Instructions: _____

BAND/DJ

Contact: _____ Email: _____

Set Up: _____ Pick Up: _____ Phone Number: _____

FLORIST

Contact: _____ Email: _____

Set Up: _____ Pick Up: _____ Phone Number: _____

PHOTOGRAPHER

Contact: _____ Email: _____

Phone Number: _____ Special Instructions: _____

ADDITIONAL VENDOR

Contact: _____ Email: _____

Phone Number: _____