



Day of Wedding Checklist

Your wedding day is going to be one of the most important and meaningful days of the rest of your lives. To insure that this day is perfect please fill out the following for our service staff as completely as possible. Please return this form to your Catering Sales Manager at least 5 days prior to your event.

Bride: _____ Groom: _____

Since it is the Bride and Groom's special day please name one or two people who will be the key contacts the day of the event:

Ceremony being held at: _____ time: _____

How long is the ceremony approximately? _____

Tell us about your family and attendants:

Mother of the Bride: _____ Giving Toast? Y / N

Father of the Bride: _____ Giving Toast? Y / N

Mother of the Groom: _____ Giving Toast? Y / N

Father of the Groom: _____ Giving Toast? Y / N

Grandparents: _____ Giving Toast? Y / N

Maid/Matron of Honor: _____ Giving Toast? Y / N

Bridesmaids: _____

Best Man: _____ Giving Toast? Y / N

Groomsmen's: _____



Wedding Colors: _____

Receiving Line? Y / N If Yes:, Where? _____

First Dance? Y / N If Yes, What song? _____

Bouquet Toss? Y / N Bride/Father Dance? Y / N Groom/Mother Dance? Y / N

Garter Toss? Y / N Cutting Cake? Y / N

Other: _____

Please let us know if you are planning to provide the following at your event.

- | | |
|--|---|
| <input type="checkbox"/> Guest book | <input type="checkbox"/> Cake Server Set |
| <input type="checkbox"/> Specialty pen for guest book | <input type="checkbox"/> Place cards |
| <input type="checkbox"/> Table Numbers | <input type="checkbox"/> Reserve Signs |
| <input type="checkbox"/> Table Diagram for guests | <input type="checkbox"/> Goblets/Flutes for toast |
| <input type="checkbox"/> Cake Top | <input type="checkbox"/> Pictures for Display |
| <input type="checkbox"/> Table/Chair Covers if so, delivered by: _____ | |
| <input type="checkbox"/> Table Centerpieces , if so, delivered by: _____ | |
| <input type="checkbox"/> Wedding Favors , if so delivered by: _____ | |
| <input type="checkbox"/> Decorations, if so delivered by: _____ | |
| What type: | |

DJ/Entertainment: _____ ph. _____

Florist: _____ ph. _____

Photographer: _____ ph. _____

Videographer: _____ ph. _____

AVERAGE MENU PRICING ALLOWANCES

Hors' d oeuvres served up to one hour	\$15.00 per guest
Hosted cocktails up to one hour during hord's reception	\$15.00 per guest(2 cocktails)
Salad and Entrée course	\$50.00 per guest
Wine with dinner	\$ 7.50 per person (1 glass of wine)
Wedding cake	\$ 5.00 per guest
Champagne toast	\$ 6.50 per guest
SUB-TOTAL	\$ 99.00 per guest