

Event Planner



Please fill out this sheet and bring it with you to your 30-day planning meeting. Thanks!

30-DAY APPOINTMENT DATE _____ FINAL APPOINTMENT (ONE WEEK PRIOR TO EVENT) _____

APPROXIMATE GUEST COUNT _____ CHILDREN UNDER FIVE _____ #OF HIGH CHAIRS/BOOSTERS _____ HANDICAP RAMP _____

NAME OF CONTACT PERSON FOR CREWLEADER (Someone not in the bridal party) _____

NAME OF CONTACT PERSON FOR BARTENDERS (Someone not in the bridal party) _____

HORS D'OEUVRE ITEMS

Hors Serving Time _____

Served Outdoors _____

- 1.
- 2.
- 3.

SEAT GUESTS

Servers will seat guests usually 20 min. before dinner

TIME _____

INDOOR CHAMPAGNE TOAST

Place one bottle of champagne at each table before dinner

TIME _____ # Of tables _____

DINNER

Name of Menu _____

Menu Price \$ _____

Dinner Serving Time _____

1	6
2	7
3	8
4	9
5	10

Snacks to Order:

BEVERAGE SERVICE INFORMATION

Bar to Open _____ Bar to close _____

Bartender(s) to be scheduled for your event.

Second bartender scheduled for 125 guests or more.

Beverage Service with Plastic Glass _____ \$ _____

Beverage Service with Glass Bar Glasses _____ \$ _____

Time Beverage Service Begins _____ You have six hours.

Bringing in: Liquor _____ Beer _____ Wine _____ Champagne _____

Name of Liquor supplier _____

Champagne Toast _____ Time _____ 1 Bottle/Table _____

Skirted Outdoor Champagne Table _____ \$25

Outdoor Bar Set-up _____ \$125

Second Bartender for second floor _____

Delivery of Alcohol _____ Time _____

TABLE & SEATING DIAGRAM

Guest are released by ascending table number order.
Assign guests to numbered tables.

LINEN

DESIRED:

White Tablecovers _____

OffWhite Tablecovers _____

Napkin Color _____

GLASSWARE RENTAL

Water Goblets included

of champagne _____

of wine _____

TABLES & SEATING

of Tables _____

Placecard Table at Entrance _____

Placecards on Tables _____

at Head table _____

CAKE SERVICE

Name _____

Time Arriving _____

Cake Cutting Service _____

FLORIST

Name _____

Time Arriving _____

OUTDOOR

Need Electric for sound _____

Renting Podium/ Microphone _____

Chairs for Musician _____

DJ providing Music _____

Start At _____

ARE YOU RENTING THE FOLLOWING:

CD Player _____ Bubble vases _____ Votive Lamps _____

Other: _____

HAVE YOU MADE ARRANGEMENTS FOR:

Crewleader Contact Person to:

1. Arrive before ceremony & know your time-line. _____

2. Put favors, placecards & numbers on tables. Time _____

3. Informs Crewleader of late dinner service due to photos, late arrivals, etc. _____

4. Take cake parts, gift, etc at close of event: Check _____ Cash _____

Bartender contact person to:

1. Pay bartenders at the close of event: Check _____ Cash _____

2. Arranges transportation for guests who should not drive _____

QUESTIONS:
