

Finalizing Your Wedding Details

Due to us 2 weeks before your date

Name: _____ Reception Date: _____

Reception Address: _____

1. Final Guest Count?* _____

(Include entire bridal party, Pastor, DJs, photographers, videographers, etc.)

***Note:** This cannot be changed once it is **14 days** prior to your wedding.

2. Table Sizes & Shapes, Colors of Linens & Accent Colors:

(For Linen Calculation. Please fill in number of each & indicate if they are rectangle or rounds.)

Head Table: People Count? _____ Round or Rectangle for Head Table? _____ Size? _____

How would you like the head table dressed; To the floor or skirted? _____

Number of Guest Tables? _____ Rounds or Rectangles? _____ Size? _____

Guest Count at each table? _____ Color Linens: White Cream

***We do NOT over seat place settings, so please be sure the number of guests and chairs at each table matches your final guest count.**

Note: If different at each table, we require a list of table breakdown

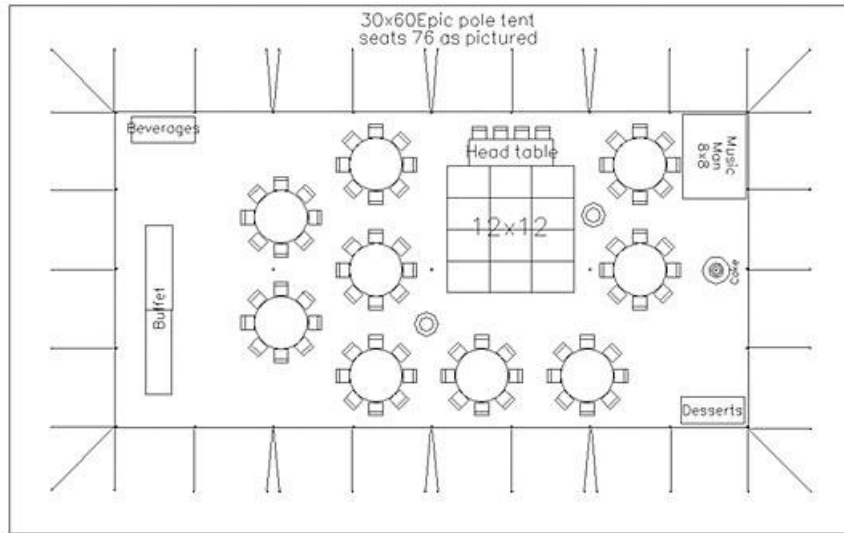
Accent Colors: _____ Napkin Color: _____ Theme, if any: _____

NUMBER OF Each additional Table (other than guest)

Please tell us where your tables will be in what room and or location at the site :

	<u>QTY.</u>				Y	N
Gift Table:	_____	Size/Shape: _____	Location & room: _____	Linens Needed?	<input type="checkbox"/>	<input type="checkbox"/>
Cake Table:	_____	Size/Shape: _____	Location & room: _____	Linens Needed?	<input type="checkbox"/>	<input type="checkbox"/>
Place Card Table:	_____	Size/Shape: _____	Location & room: _____	Linens Needed?	<input type="checkbox"/>	<input type="checkbox"/>
Photo/Album Table:	_____	Size/Shape: _____	Location & room: _____	Linens Needed?	<input type="checkbox"/>	<input type="checkbox"/>
Bar Table(s):	_____	Size/Shape: _____	Location & room: _____	Linens Needed?	<input type="checkbox"/>	<input type="checkbox"/>
DJ Table:	_____	Size/Shape: _____	Location & room: _____	Linens Needed?	<input type="checkbox"/>	<input type="checkbox"/>
Appetizer Table(s):	_____	Size/Shape: _____	Location & room: _____	Linens Needed?	<input type="checkbox"/>	<input type="checkbox"/>
Buffet Tables(s):	_____	Size/Shape: _____	Location & room: _____	Linens Needed?	<input type="checkbox"/>	<input type="checkbox"/>
Cocktail Table(s):	_____	Size: _____ Tall or short? _____	Location & room: _____	Linens Needed?	<input type="checkbox"/>	<input type="checkbox"/>
Cookie or Candy Table:	_____	Size/Shape: _____	Location & room: _____	Linens Needed?	<input type="checkbox"/>	<input type="checkbox"/>
Beverage Table:	_____	Size/Shape: _____	Location & room: _____	Linens Needed?	<input type="checkbox"/>	<input type="checkbox"/>
Misc. Tables:	_____	Used for? _____ Size/Shape: _____	Location & room: _____			

*Do you have a diagram showing how all tables will be set up in the room? We will need two weeks prior. Feel free to use this space to explain if needed: (EXAMPLE ON NEXT PAGE):



This is a diagram of a set up. It shows the table number and shape of tables at a reception. If you are numbering your tables, you can just put the number of that table right in the center of the circle. Please show us each table and label its use (example: Bar, Gift) and size like the above diagram.

3. If you are having a served meal:

The tables numbered in the center of each circle above, The number of each of your chosen entrées that will be served to that table. We require a breakdown of how many selected entrées are at each table.

Example: Table #1: 4 Chicken 3 Beef 1 Vegetarian
 Table #2: 4 Chicken 4 Beef

Each guest (or couple) at the reception site will need a place card saying what their dinner selection is:

Example: Mr. Smith - "C" (means chicken)
 Mrs. Smith - "B" (means beef)

4. Changes, special meal needs or other instructions? Entrée Selection Break down on served meals?

5. Time line of your day (confirmation)

What time can we access your reception facility to set up? _____
 Can we set up the day before? _____ If so, what time frame? _____
 Your Ceremony Time? _____ How long is the Ceremony? _____ Location of Ceremony: _____
 How far away is the ceremony if different from reception site? _____
 Appetizers & Bar Open at what time? _____
 Dances: _____ Toasts: _____ Dinner at: _____ Cake at: _____
 Bar Closes at end time: _____ Site must be vacated by: _____

6. What are your plans for the wedding cake or other desserts?

Are you providing your own plasticware (fork, plate, napkin)? _____
 Or would you like us to provide China or plastic service? _____
 How would you like your cake cut and plated (buffet or served)? _____

7. BAR - Bar, Bartenders and Bar Related Items: (see page 3)

8. Closing the facility or location of reception: Our staff stays approximately 2½ hours after the scheduled dinner time. If your wedding is going on past this time, we will need to discuss closing tasks, times and information about your site. Our scheduled bartender can close your site.

FINAL PAYMENT: Due a minimum of 8 days prior with a certified check, money order, cash or a cashier's check.

Bar Details

If we are scheduling a Bartender for you or need items for the bar from us

Date _____ Name _____ Location _____

1. Bartender arrives to start Set up: _____ Bar Opens _____ Bar closes _____
(Recommended: 1½ hr set up and 30 minute clean up)
2. We will be serving the following items from the bar (Please specify bottled or keg beer, and what type of cup each item should be served in): _____

3. Location of bar (room) _____ One Bar or More _____ (if having more than one bar, when you drop off your alcohol, please divide it at each bar, placing appropriate quantities at each)
4. Is the bar a table or an actual bar? _____
5. Are you having a champagne toast? Yes No Ready at - Time: _____
Pre-poured or a bottle put on every guest table (we recommend 1 bottle per table for guests to pour themselves): _____
6. Will you be renting any wine glasses from Premier? Yes No How many? _____ To be at the bar? _____
Will you be providing all of your own beverage cups & napkins? Yes No
7. Ice will be provided by: Premier Site Client
8. Bowls and openers provided by: Premier Site Client
9. Cups and mixers for the bar will be supplied by: Premier Site Client
10. Sodas at the bar? _____ Or at a station? _____ Provided by: Premier Client (if you are supplying your own sodas and cups at the bar, we recommend using 2-liter bottles. For a wedding of 100: 7 coke, 6 diet and 4 ginger ale or 7-up)
11. Specialty drink? _____ Recipe _____
12. Other info? _____

Please remember, this sheet will tell your bartenders exactly what you are serving, and how you want it served. Please give as many details as possible. They are your employee for the day and need this sheet to tell them what to do.