

Congratulations!



Outlook Events At the Duncan Center

500 W. Loockerman St

Dover, DE 19904

Ph: (302) 674-3031

outlookeventsllc@gmail.com

HOMEWORK

Please call two weeks prior to your wedding!

Homework Packet is DUE: The Wednesday Before Your Wedding

Meet with Erin the Wednesday Before

**FINAL EVERYTHING DUE
ANY CHANGES
LAST CHANCE
Final Payment Due**

WEDDING OF:

Bride's Full Name:

**Home Phone Number:
Cell Phone Number:
Work Phone Number:**

Groom's Full Name:

Contact Information: (Billing Info)

Name:

Address:

Phone Number:

Email Address:

DATE OF WEDDING:

Wedding Coordinator's Contact Information:

How did you originally hear about The Duncan Center?

PRE- RECEPTION INFORMATION

- ♥ Total # in bridal party including bride and groom?
- ♥ Phone number and contact person the day of the wedding

CEREMONY INFORMATION:

- ♥ Location:
- ♥ Ceremony Start Time
- ♥ Approximate Time guests will be arriving at The Duncan Center?
- ♥ Time Wedding Party is arriving at The Duncan Center from the ceremony?
- ♥ Location of Formal Pictures: Here or Elsewhere or both?
- ♥ Would you like to use the Bradley Room as a separate room for the bridal party before formal introductions? Yes or No
- ♥ How many guests for the Bradley Room? (Please only include those being introduced such as bridal party and parents)

(A cheese tray with fruit, vegetable crudité and a tray of hot hors d’oeuvres will be set up in the Bradley Room once everyone arrives at The Duncan Center.).

RECEPTION DETAILS

- ♥ **Linen Colors**
- ♥ Tablecloths: white or ivory
White and ivory are included. Other colors are available at an extra cost.
- ♥ Napkin Color:
- ♥ Would you like a linen on the cake table? Yes or No
- ♥ Any special order linens or special requests? (This is an additional charge) Yes or No
- ♥ Sweetheart Table (small table for bride and groom only) OR round head table
OR rectangular head table (# of people) _____

RECEPTION TIMES? Start: _____ End: _____
Total from start to finish is 5 hours

COCKTAIL HOUR BEGINS? _____

*Cocktail hour includes Cheese and Vegetable Crudité Display and hot hors d’ oeuvres.
Some hors d’oeuvres may be butlered.*

Hors D’oeuvres Selection:

**Cheese & Crackers with Decorative Fresh Fruit
Vegetable Crudités**

- | | | |
|----|-------------------|----|
| 1. | included | 5. |
| 2. | included | 6. |
| 3. | additional Charge | 7. |
| 4. | additional Charge | 8. |

- ♥ Time of formal **introductions?** (typically immediately after cocktail hour)

- ♥ When will you have your **first dance**? (typically after introductions-before dinner)
 BRIDE AND GROOM ONLY **or** WEDDING PARTY TO JOIN IN
 Any other dances before dinner?
 (father/daughter and mother/son dances recommended after dinner)
- ♥ **Toast** to the bride and groom: (typically before dinner) Time of Toast:
 Champagne toast **or** Guests to toast drinks they have
 # of toasts to be given?
- ♥ Any special instructions or comments?
- ♥ Will there be a **prayer** before dinner? Yes **or** No

DINNER

**Timing of dinner is important. Please confirm time with your dj or band as well as The Outlook at the Duncan Center.*

Anticipated time of Dinner: 15-20 minutes after introductions

Bride and Groom will be served first so that you can enjoy dinner and have time to greet tables.

The Wedding Party (Max of 12) will be served if the buffet is selected

SERVED DINNER

Salad selected:

Sorbet Intermezzo (additional \$2 per person) Yes **or** No

Entrée selection and price: (please list all choices if offering more than one)

1. _____ package price \$_____ Quantity _____
2. _____ package price \$_____ Quantity _____

BUFFET

Buffet entrée choices (if applicable):

Any special menu requests?

BAR

♥ Open Bar time:

♥ *When would you like the bar to close? (OR not at all)*

*- Full hour during dinner **OR** one hour prior to end of reception **OR***

½ during dinner and ½ at end of night.

Beer Selections: Please Circle three

Miller Lite

Bud Lite

Budweiser

Coors Lite

Yuengling

Dogfish Head

Please Circle One

Heineken

Guinness

Corona

Wedding Open Bar Package includes:

Liquor- Absolute, Tangueray, Baccardi, Captain, Jack Daniels, Crown Royal, Jim Beam Jose Cuervo, Hennasy, Southern, E&J Brandy, Amaretto, Peach Schnapps, Triple Sec, Sour Apple Schnapps, Razzmatazz, Bailey's, and the typical rail liquors....most are Bartons Brand
Wine- Chardonnay, Pinot Grigio, White Zinfandel, Merlot & Shiraz
Bottled Beer- Three domestic bottle beers and one import
Special Bar Requests beyond package (add'l charges will apply):

- ♥ The bride and groom can be served their favorite drinks at dinner.
Bride's favorite drink:
Groom's favorite drink:

CAKE CUTTING

Would you prefer cake served to each guest or displayed on buffet?

- ♥ This pertains to plated dinners.

_____ After first dance (cake will be served as dessert course)

_____ After Salad Course (cake will be served as dessert course)

_____ After Dinner Ceremony: (cake will be served to each guest as soon as it is cut and plated)

(Cake will also be served to your guests even if the Buffet is your choice. This will be after the cake cutting ceremony and all guests have passed through the buffet.)

Additional desserts served with cake?

Please tell your bakery to send a box for you to take home your top cake layer for celebrating your first anniversary!

The Duncan Center will wrap up leftover cake provided your cake vendor leaves cake boxes or you can provide cake bags for extra cake for your guests can take home.

GUEST COUNTS

- ♥ ***FINAL COUNTS WILL BE REQUIRED AT LEAST 72 HOURS PRIOR TO WEDDING***

- ♥ # of Guests invited: _____ Expected # of Guests to Attend: _____

- ♥ Expected number of tables needed: _____ (tables seat up to 8 guests)

- ♥ Kids meals for 10 and under include chicken fingers, selected starch, and sodas/juices from bar.

- ♥ Vendor meals will be given lowest priced entrée selection, or, in the case of a buffet, will have an opportunity to eat after the guests have been served.

RECEPTION SET UP

Please mark and describe IN DETAIL the following you will be providing for your wedding:

- ♥ Description of Centerpieces:

FLORIST TO SET UP _____ or _____ THE DUNCAN CENTER WILL SET ON TABLES

- ♥ Candles: (must be in votive holder or approved by The Duncan Center)

- ♥ Type of Favors:

ONE PER GUEST _____ or _____ ONE PER COUPLE _____ or _____ Specify _____

- ♥ Would you like favors at place settings or on a table near place cards?

We will coordinate a time to drop reception items at The Duncan Center the week of your wedding.

Please indicate items you will be dropping off prior to the wedding:

(Please have everything unwrapped and assembled with instructions on set up)

--place cards in **alphabetical order** indicating guest/couple name, table # and entrée choice (if applicable)

--card holder/box (typically placed on gift table)

- white iron bird cage provided by Duncan Center Yes or No
- cameras for tables (please unwrap cameras),
- toasting goblets for bride and groom
- cake knife and server
- cake topper (will bakery bring cake top?)
- unity candles
- guest book (please designate someone to bring from church)
- instruction sheet on set up of items and any time changes to itinerary

****Room Diagram and spreadsheet will be required with # of tables, # of chairs at each table, # of entrees, vendor meals and kids meals.**

- ♥ Any additional items to drop off:
- ♥ **Tentative day and time to drop reception items:**
- ♥ Items must be dropped off NO LATER THAN THE WEDNESDAY before your wedding.
- ♥ Easel for any photos needed? yes or no
- ♥ The Duncan Center will provide Table #'s if needed: yes or no
- ♥ Displays for any other tables:
- ♥ Please specify any additional setup or arrangement requirements:

VENDORS

Please include seating for vendors.

- ♥ Entertainment start and end times:
 DJ or BAND
 Name of Company and contact person and phone #:
- ♥ Bakery name, number and contact person
 Cake can be set approximately two hours prior depending on The Duncan Center's schedule
- ♥ Florist name and #:
 The florist will be able to set up the centerpieces two hours prior.
- ♥ Videographer:
- ♥ Photographer:
- ♥ Transportation Company:
 Please list below any special requests or comments that you would like to discuss: _____

*We recommend deciding on extended room time prior to the event due to staffing fees and room charges which would apply.
 Each extra hour of room \$250.00*

*Room set up will be determined based on final guest count and personal preferences.
 A room diagram will be given to you for making seating arrangements. Please coordinate your seating arrangements with this diagram and be sure you have enough centerpieces based on the number of tables needed.*

Fog machines and open flames are **absolutely prohibited**. Confetti, glitter, and bubbles are not permitted in function rooms: their use will constitute an additional custodial fee of \$100.00.

SEATING ARRANGEMENTS FOR THE DUNCAN CENTER

Total adult meals _____
Chicken _____ **Beef** _____
total kids meals _____
total vendor meals _____
total vegetarian _____

***INDICATE BELOW THE NAME OF PERSON OR COUPLE
& ENTRÉE SELECTIONS ACCORDING TO SEATING CARDS**

TABLE (Head Table)

TABLE 1

Table 2

TABLE 3

TABLE 4

Table 5

TABLE 6

TABLE 7

Table 8

TABLE 9

TABLE 10

Table 11

TABLE 12

TABLE 13

Table 14

TABLE 15

TABLE 16

Table 17

TABLE 18

TABLE 19

Table 20

Seating Chart:

Tables Seat 6, 7 or 8,

See Attached Sheets (Refer to Template)

Due to Erin 2 weeks prior

Changes due NO LATER than the Wednesday before

Mark Tables with table number AND number of guests per table