

## Event Checklist

- A deposit will confirm your event; this must be done before planning begins.
- The menu decision is due 2 weeks prior to event
- A final guest count is due 1 week prior to the event as this is the number for which you will be charged.
- Do you plan to offer alcohol? If so, do you have any limitations?
- We need your alcohol choices 2 weeks prior to event
- What is the name of the guest(s) of honor?
- Cream or black tablecloths (if applicable)?
- Do you plan to have assigned seating? If so, by seat or by table?
- Live music, ipod & docking station or DJ?
- Do you plan to have flowers?
- What time will flowers be delivered? Access is granted 1 hour prior to event
- All décor must be submitted for approval two weeks prior to event
- Any AV equipment should be tested at least 24 hours prior to event
- If AV, will the presentation be played one time or on a loop throughout the event?
- Please drop off any items that you want our staff to set up 24 hours prior to the event (please include detailed instructions).
- Would you like a champagne toast? (\$2 per guest for toast portion)

## Wedding Checklist

- What is the bride and groom's first and last name?
- Schedule a 30 minute rehearsal a day or 2 prior to wedding (start time can be 3pm to 5pm)
- What is the name of your wedding coordinator or "day of" person (this person coordinates the ceremony, music and key components of reception)? They will need to be at rehearsal.
- If you do not have a "day of" person we can provide one; this fee is \$200.00.
- What time does bride plan to arrive? Dressing room is available 1.5 hours prior to wedding
- What time is listed on your invitation? Space will be ready 15 minutes prior to this time.
- Do you want the bar to be open prior to ceremony?

## Wedding Reception Checklist

- Timeline needs to be completed and returned one week prior to event.
- Would you like a sign in/ gift/ favor table?
- Will you have a sign in book & pen?
- Will you have favors? If so, will they be on table or at each place setting?
- Please drop off any items that you want our staff to set up the day before the event with detailed instructions.
- What time will cake be delivered? As close to the event time as possible
- Will you have vendors (photographer, musician, etc.)? If so, will you provide a meal for them? If so, will they dine from your menu or do you prefer a limited menu for them?