



## *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. \_\_\_\_\_

Videograher: \_\_\_\_\_ 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  
**SUB-TOTAL**

\$ 6.50 per guest  
\$ 99.00 per guest