

CELEBRATION CHECKLIST

Today's Date _____

Marquee _____ Last name _____

Current address _____

Date of Wedding _____ Ceremony time/place _____

FINAL COUNT FOR NUMBER OF GUESTS:

(Did you include singer/DJ/photographer?)

Number @ head table _____ Number of tables _____

Assigned seating: _____ Number of family tables _____

Name tags table? _____

Social hour _____ Dinner hour _____

BUFFET: 2 meat _____ 3 meat _____

**food remains out for approx. 1 hour. Please discuss.

PLATED:

1. _____

2. _____

3. _____

pot _____

pot _____

pot _____

veg _____

veg _____

discuss serving head table first or starting w/ guests

HORS D'OEUVRES

Time (before dinner) _____

Time (dance hour) _____

NapkinColor= _____

Arrival Time to Decorate: _____ (9:00 a.m. or later)

Complimentary Soda = \$1.25/per guest _____

Beer: _____

Champagne: _____

Wine: _____

Open Bar/Drink Tickets, etc. _____

Any underage drinking concerns? _____

Cake Maker: _____ Delivery Time: _____

Description: _____

Table size: _____ we cut only _____ we cut & serve _____ no help needed _____

Music: _____ Set-up time _____

Risers: yes _____ no _____ Screen: yes _____ (time) _____ no _____

Note: We will light candles if lighters are provided.

YOU MUST PROVIDE CREDIT CARD INFO TO COVER ANY EXTRA FEES/PURCHASES.

Credit card: _____ name on card _____

Credit card number _____ expiration _____

FINAL PAYMENT MEETING: _____

Final payment will be made by: (cash/check/credit/debit) _____