

It's all in the Details

Event Date	Guest Count	Estimated	Final-30 day before
Names			
Wedding Colors or Overall Theme			

Day before wedding options (based on availability)

- Farmhouse Rehearsal Dinner (private restaurant for your group - dinner with outdoor area available for rehearsal practice \$95/hour with (\$500 catering minimum) Date to reserve: _____)
- Are you interested in the Day Before Decorating block if available (4 months before)
6 hour decorating block with rehearsal option \$450 (12pm-6pm, 1pm-7pm or 2pm-8pm)

Ceremony Details

Location _____ (Lakeside, Pavilion, off-site, church)
 Aisle décor _____ (For aisle width)
 Do you need small table? _____ (For unity ceremony)
 Are you doing a unity ceremony? _____ If so, which one? _____

Reception Details

Linens-

Color:	*White/Ivory/Sandalwood/Black				
*Included in Package	*Upgraded Linens				
Size	81x81	90x90	90" Round (\$8)	120" (\$15)	90x156 (\$15)
Qty					

Extras: Linen Napkins .50 ea Color: _____
 Staff to prefold (\$35) Fold style _____ Client will fold

Furniture-

Guest Tables – Open Seating or Assigned seating? (circle)
 Head Table, Kings Table (# chairs) _____ or Sweetheart table (48" Rd or 6' Rectangle)
 Do you need High chairs? Yes # _____ (up to 4 available)
 Gift Table Guest Book Table Cake Table (Select style below)
 Circle cake table style: 48" round , 8' rectangle, Wood cocktail Rd, Love is sweet Shelf

Entertainment-

Company name _____ Contact phone & email _____
 Insurance received Vendor agreement received
 Type of music DJ Playlist
*** DJ must email insurance 4 weeks before event and legally be able to play music**

Extra Services

- Cake Cutting Service Service Time _____
 Cut and plate - \$.50/person Cut, plate and serve to table \$1.00/person
- Do you need cake plates? Clear with ripple 6.25" \$25 per 90 plates & forks
- Day of Wedding Coordinator \$900 *See brochure for more details
- Morning decorating service (centerpies, table décor, etc) \$200 (up to 3 hours)
- After event clean-up/teardown (Please select option)**
 *client is responsible to leave the grounds cleaned or add service
- Client cleaning up/breaking down tables after event
- After-event cleanup/teardown service (does not include clients items) (\$100)
- Full Service Cleanup/Tear down including décor (\$200)

Borrow Bin Items - See checklist sheet for items

Bar Selection

- Type House Bar (\$16/pp) Premium Bar (\$19/pp) Cash Ala Carte
- 1 Bartender \$150 2 Bartenders (recommended if over 200 ppl) \$200
- Champagne toast \$3.00/person (includes flutes and distributed to tables)
- Bar upgrades: _____
- Security (required for outdoor events with alcohol over 125 people) \$50/hour

Notes: _____

Catering

*Bring containers for left over food

Appetizers -

Qty___ Item _____ Qty___ Item _____

Qty___ Item _____ Qty___ Item _____

Main Course

Entrees:

Sides:

Special Touches:

Salad Upgrade: ___ Plated Salads (\$3.50/pp) ___ Family Style Salad (\$2.75)

___ White China Plates with silver flatware (\$6.00) ___ Glass Water Globlets (\$1.50)

___ Water filling Service (\$1.50)

- Bridal Brunch/Lunch Options (See Seperate Sheet)
- Mimosa's (Bridal Suite) ___ Grooms Beer Bucket Guys arrival time: _____
- Propane Firepit \$60
- Soda \$38/case or \$2/can
- Draping Packages - ___ Full Building (Ceiling & side Post) \$450 ___ Headtable \$50
- ___ Side Post \$150 ___ Corners Only \$100 ___ Ceiling Only \$400

Guest favors:

- 4.5 oz Jams \$45/dozen with custom labels Saying for label:
- 4oz Honey \$4/each

Timeline -

Times: **Are you doing hair/makeup onsite? Yes or No (at salon)**

_____ **Bride & bridal party arrival** *Venue unlocks at 9am. Early access may be added for \$50/hour

_____ **Photographer arrival** _____ **Dinner**

_____ **Vendor arrival (florist/cake/etc)** _____ **Cake Cutting**

_____ **DJ arrival** _____ **Last Song**

_____ **Groom arrival** _____ **Clean up/Tear Down**

_____ **Guest arrival** By 10:00 PM Fri & Sat, 8:00 pm Sun

_____ **Ceremony** 11:00 PM **Venue closure**

_____ **Cocktail/Pictures**

***Final guest count due 1 month before**

***Don't forget cake plates and forks!**

Event Notes/Borrow Bin items: _____