



**Name of Couple:** \_\_\_\_\_ **Ceremony Location:** \_\_\_\_\_

**Parents Names:** \_\_\_\_\_ **Reception Location:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

**Phone Number (s):** \_\_\_\_\_ **Email Address (s):** \_\_\_\_\_

**Tent Type (s)** (i.e. frame, pole, pop up): \_\_\_\_\_ **Shed Type** (Machine, barn, etc.): \_\_\_\_\_

**Guest Count Estimate** (80% of Invited): \_\_\_\_\_



**Head Table Amount:** \_\_\_\_\_

**Type** (i.e. Traditional long, Harvest, Round, Sweet Heart, Other, etc.): \_\_\_\_\_

**Tables** (i.e. Round, Banquet, Square, other): \_\_\_\_\_

**Chair Type:** \_\_\_\_\_ **Ceremony:** \_\_\_\_\_ **Reception:** \_\_\_\_\_

**Catering Name of Caterer:** \_\_\_\_\_

**Buffet** How many tables will you need? \_\_\_\_\_

What Type of buffet (i.e. Serve yourself-2lines, server plates-single line, other)? \_\_\_\_\_



**Platted Meal**

Will the caterer need prep tables? \_\_\_\_\_ If so, How many? \_\_\_\_\_

**Cocktail Style** How many food stations? \_\_\_\_\_

How many tables will you Need? \_\_\_\_\_ Type (i.e. banquet, round, size): \_\_\_\_\_

**Bar Service Type** (i.e. caterer, hired service, DIY): \_\_\_\_\_



Will you need to rent a bar? \_\_\_\_\_ Size (i.e. 4', 6', 8' serpentine, Wine barrel bar, Pallet bar, Tiki bar): \_\_\_\_\_

Will you need cocktail Tables? \_\_\_\_\_ How Many? \_\_\_\_\_

**Dessert** (i.e. cake, cupcakes, pie, desserts, donuts, other): \_\_\_\_\_



Will you need a table? \_\_\_\_\_ Type (i.e. banquet, round, size): \_\_\_\_\_

**Linens**

**Color (s):** \_\_\_\_\_

**Napkin Amount:** \_\_\_\_\_ **Color:** \_\_\_\_\_

**Round Table Linen Options** (Circle one or more):

70" (4' Table)      90" (4' or 5' Table)      120" (5' or 6' Table)      132" (6' Table)

**Banquet Table Linen Options** (Circle one or more):

60x120" (6' or 8' Table)      90x132" (6' Table)      90x156" (8' Table)      Spandex (6' or 8' Table)

**Cocktail Table Linen Options** (Circle One):

120" Round      132" Round      Spandex

**Skirting** (Circle one or more):    Head Table    Buffet    Gifts    Guestbook    DJ    Cake    Other

## Entertainment



- Band** Will they require a Stage to rent or do they bring their own? \_\_\_\_\_  
**Size:** \_\_\_\_\_ **Height** (i.e. 14"-28", 14" is standard): \_\_\_\_\_  
**Type:** \_\_\_\_\_ **Steps:** \_\_\_\_\_ **Skirting:** \_\_\_\_\_
- DJ** Will they require a table to rent or do they bring their own? \_\_\_\_\_  
Will they require Linens or do they bring their own? \_\_\_\_\_
- DIY** Will you need to rent some type of sound equipment? \_\_\_\_\_  
Will you need to rent a table? \_\_\_\_\_ **Type** (i.e. banquet, round, size): \_\_\_\_\_

## Dancefloor



**Type** (i.e. Vinyl, wood parquet, Laminate, other): \_\_\_\_\_ **Size:** \_\_\_\_\_

**Stage** **Type** (i.e. wood top, rubber top): \_\_\_\_\_ Head Table Band Ceremony  
**Height** (i.e. 14"-28", 14" is standard): \_\_\_\_\_ **Steps:** \_\_\_\_\_  
**Size** (8' deep for a Head table minimum): \_\_\_\_\_ **Skirting:** \_\_\_\_\_

## Food Service Items

Circle the items you may need for your wedding dinner:



Dinner Plate

Salad Plate

Dessert Plate

Saucer Plate

Coffee Cup

Water Goblet

Water Carafes

Water Pitchers



Wine Glass

Champagne Glass

Beer Glass

Cocktail Glass

Beer Pitchers

Wine Carafes

Punch Dispenser

Coffee Maker



Dinner Fork

Salad Fork

Dessert Fork

Spoon

Knife

Serving Utensils

Chafers

Roasters



Serving Trays

Serving Bowls

Charger Plates

Bread Baskets

Cupcake Stands

Cake Stands

Coolers

Grill

## Addition Notes

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