

# WEDDING PLANNING GUIDE

## Things to know before requesting a price quote

### THE PROPOSAL

Helping you plan the perfect wedding is one of the most exciting aspects of our business. Because every wedding is unique, we work with you to plan all the details to ensure your day is perfect. Below are some topics we will discuss.

After we have discussed these specifics, we will create a proposal which contains a customized menu, beverage service, rentals and service charges. After you review it we will need to discuss any changes and adjust numbers.

#### Starting with "The Basics"

- ☐ Date of event
- ☐ Location of event
- ☐ Time and length of event
- ☐ Estimated guest count
- ☐ Will there be any children? Age 4-11

#### Mmmm...Food

- Budget ☐
- Passed hors d'oeuvres ☐
- Stationed hors d'oeuvres ☐
- Combination of passed and stationed hors d'oeuvres ☐
- Buffet serving ☐
- Plated serving ☐
- Combination of plated salad and buffet for the main meal ☐
- Dessert-are you having wedding cake or just a cutting cake? ☐
- Do you want additional dessert options? ☐
- Vendor meals ☐

#### Food selections...Getting hungry yet

- ☐ What kind of food do you like?
- ☐ What kind of food do you dislike?
- ☐ What items from our menus do you like?
- ☐ Do you have any vegetarians?
- ☐ Do you have any vegans?
- ☐ Do you have any food allergies?

#### No Aunt Janet, you cannot get drunk and sing "Wind Beneath My Wings"...Beverages

- Soda service ☐
- Beer and wine ☐
- Beer, wine and liquor ☐
- Who's providing it ☐
- Bartenders ☐
- Cups, ice and tubs (coolers) ☐
- Coffee ☐
- Iced coffee ☐
- Water poured at tables? ☐
- Champagne toast ☐
- Pre-ceremony beverages ☐



### Rentals...do you need any of these things?

- ☐ Tables
- ☐ Chairs
- ☐ Linens
- ☐ China
- ☐ Linen napkins
- ☐ Flatware
- ☐ Glassware
- ☐ Barware
- ☐ Chair covers

### Event Set Up...Looks like little jimmy gets to flex his muscles

- Is the ceremony on-site? Who will set up the ceremony? ☐
- Who sets up the tables and chairs? ☐
- Who breaks down the tables and chairs? ☐
- Who will dress and set the tables? ☐
- Who will put out centerpieces and other décor? ☐
- Favors for guests? ☐
- Light candles? ☐
- Do chairs need to be moved during event? By whom? ☐

This information is needed to give you the best comprehensive proposal. Every service is itemized so you can see what the cost of each individual item is.

### Here are some other things to think about...

- ☐ Is seating for the meal assigned? How?
- ☐ Are guest tables numbered or named?
- ☐ Who will queue DJ that the meal is ready?
- ☐ For buffet-style dinner, will tables be called to buffet, by coordinator or DJ?
- ☐ If buffet service, what order to call tables to buffet?
- ☐ If meal is served, what order to serve tables?
- ☐ If multiple entree meals are served, how will servers identify who gets which entree?
- ☐ Outdoor Heaters?
- ☐ Contingent plans for weather concerns
- ☐ Earliest time caterer can arrive
- ☐ Parking restrictions/instructions
- ☐ Kitchen details/restrictions
- ☐ Trash requirements

### Event Details information needed 1-2 months prior to date...

- Wedding colors ☐
- Décor-centerpieces, escort cards, signs, guest book, cake knife, toasting glasses ☐
- Drop off plan ☐
- Vendor information ☐
- Floor plan ☐
- Timeline including delivery and set up times ☐
- Final number are needed 7-10 days prior. A final invoice will be emailed 3 days before event ☐

