

**Wedding Pre-planning Guide**

**Bride**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Groom**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bride’s parents**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Groom’s parents**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event date**: \_\_\_/\_\_\_/\_\_\_

**Number of Guests Invited**: #\_\_\_\_\_\_\_\_\_ **Gallery(ies)**: 1-4 5-7 1-6 7 GB Offsite

***Ceremony details:***

**Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Starts**: \_\_\_\_\_\_:\_\_\_\_\_\_ (am/pm) **Estimated length**: \_\_\_\_\_\_\_ minutes

**Are you doing a receiving line or similar**? Y/N

**Any events between ceremony and reception? (i.e. photo session, bar-hopping, etc.)**? Y/N

**Where**? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Social hour details:***

**Hors d’oeurves**? Y/N If yes (choose one): Buffet Butler Passed Both

Hors d’oeuvres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Reception schedule:***

\_\_\_\_\_\_\_\_ Guests arrive to WCC

\_\_\_\_\_\_\_\_ Wedding party arrival:

\_\_\_ Bus/Limo \_\_\_ Personal vehicles

\_\_\_\_\_\_\_\_\_ Grand entrance

\_\_\_\_\_\_\_\_\_ Blessing by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ Dinner served

\_\_\_\_\_\_\_­\_\_ Dessert

\_\_\_\_\_\_\_\_ Slideshow: Y/N

\_\_\_ Looping \_\_\_ Specific time

\_\_\_\_\_\_\_\_\_ Toasts/speeches

\_\_\_\_\_\_\_\_\_ First dance/special dances

\_\_\_\_\_\_\_\_\_ Evening snack: Y/N

\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ Dance

***Bar details:***

**Atrium** or **Porta Bar Atrium Gate from** \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

**Gallery Window(s) from** \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

**Cash Bar** or **Hosted Bar**

***Hosted Beverages*:**

**Kegs** Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Kegs: \_\_\_\_\_\_ On reserve: \_\_\_\_\_\_

 Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Kegs: \_\_\_\_\_\_ On reserve: \_\_\_\_\_\_

 Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Kegs: \_\_\_\_\_\_ On reserve: \_\_\_\_\_\_

**Wine** Bringing in Own Purchasing from WCC

 Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Bottles/Boxes: \_\_\_\_\_\_\_

 Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Bottles/Boxes: \_\_\_\_\_\_\_

**Champagne** (includes champagne flutes) # of Bottles: \_\_\_\_\_\_\_

 At Tables or At Bar or Butlered

**Drink tickets #\_\_\_\_\_\_\_**

**Any items bringing in when will they arrive to WCC: n**

**Non-alcoholic items:**

Unlimited Hosted Soda Y/N

Punch **Red Fruit** or **Citrus** #\_\_\_\_\_\_ gallons \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_

Hot Chocolate #\_\_\_\_\_\_ gallons \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_

Other:

Bar notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Menu details:***

**Salad**: Caesar House: mixed dressing(s) on the table

 Plated Family Style

**Entrée(s)**: (Multiple entrée options require place cards) Plated or Buffet

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Starch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vegetable(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kid’s meals**: Y/N (Chicken strips and Fries or Mashed Potatoes)

**Vendor meals:** Y/N

**Buffet**: WCC releasing Kid’s going through buffet Head Table: Served or Buffet

**Special dietary requests:** GF DF Vegetarian Vegan Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evening Snack: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Room layout details: (place items on room layout)***

Tablecloths: White Ivory Black

Napkins : White Ivory Black Red Burgundy Purple Royal Blue Teal Forest Green Sandalwood Gold Brown Navy Blue

Napkin fold: In glass Rolled Tentfold Bookfold

Head table for: #\_\_\_\_\_\_\_ On riser: Y/N

Rounds of: \_\_\_8 \_\_\_9 \_\_\_10 Seating arrangement: Seat Table Open seating

Reserve tables: Y/N #\_\_\_\_ WCC Reserve signs? Y/N

\_\_Gift table

\_\_Guestbook table

\_\_Place card table

\_\_Punch station

\_\_Hors d’oeuvre station

\_\_Coffee station

\_\_Dessert station

\_\_Cocktail table(s) #\_\_\_\_

\_\_Dance floor

\_\_DJ table

\_\_Candy buffet

\_\_Late night snack table

\_\_Buffets

\_\_Additional tables

\_\_ Screen/Projector

\_\_ Porta Bar

***Vendor details: (name, contact info, set up details, specific needs)***

DJ/Band: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Setup time: \_\_\_\_\_\_\_\_\_\_\_\_ Specific setup needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photographer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Florist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Setup time: \_\_\_\_\_\_\_\_\_\_\_\_ Cake topper: Y/N

Decorator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_Ceiling draping \_\_HT backdrop \_\_Centerpieces \_\_Runners \_\_Chargers \_\_Chandelier \_\_Tablecloths \_\_Table draping

 Setup time: \_\_\_\_\_\_\_\_\_\_\_\_ Candles: Y/N

Baker/Cake: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Drop-off time: \_\_\_\_\_\_\_\_\_\_\_\_\_ Dessert handling fee: Y/N

Transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Other details:***

Day of contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host(ess): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Responsibilities: Guestbook Gifts Coats

Coat Rack (Seasonal): n

Rehearsal Dinner space: Y/N \_\_\_:\_\_\_ to \_\_\_:\_\_\_

Gift Opening space: Y/N \_\_\_:\_\_\_ to \_\_\_:\_\_\_

Payment: Split bill Y/N Full bill to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_