

Wedding Banquet Event Order

Event Title:	Total Guest Count:	Day:
Host:	Kids:	Date:
Contact #:	Teens:	Start Time:
	Adults:	End Time:
	Vendors:	

Host Arrival Time:	Vendor Arrival Time:
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<u>SETUP</u> Day: _____ Time: _____ Table Setting/ In- House Decor:	<u>LINEN</u> Tablecloth: _____ Napkin: _____ Highboy Cloth: _____ Highboy Wrap: _____ Cake Table: Dessert Table: Additional Linen: _____
<u>TABLES</u> # of 6' Rounds: # of 6' Square: # of Highboys: # of 6x2's: Additional Tables:	

<u>VENDORS</u>	
Florist:	Bakery:
Photographer:	Videographer:
DJ:	Band:
Coordinator:	Photobooth:
Additional:	

LATE NIGHT SNACK:

<u>TIMELINE</u>	
_____	Bride Arrival
_____	Groom Arrival
_____	First Look
_____	Ceremony
_____	Cocktail Hour
_____	Intros
	pre plate salads Y or N
	 # of Speeches:
_____	Dinner

APPETIZERS

time: _____

1 _____

2 _____

3 _____

4 _____

BAR SERVICE

Cocktail Hour Location:

Cocktail hour time:

Reception time:

Bar Package:

FOOD SERVICE

style: _____ time: _____

SALAD: Qty _____

ENTREES:

Qty _____ special: _____

Qty _____ special: _____

Qty _____ special: _____

SIDES:

KIDS MEALS:

VENDOR MEALS:

SPECIAL MEALS:

CAKE - Y or N Save top: Y or N Pass: Y or N Dessert Table: Y or N

Additional Notes: