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# Lassiter-Keen

# Wedding

**May 14, 2015**

**DRAFT: Wedding Guide**

**Vivid Expressions LLC**

& BAILEY-KEEN DESIGN SERVICE

**Artistic Event Design | Floral Design | Creative Solutions**

Design & Consulting

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***(Certified Floral Designer)***

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W**edding Locations Overview**

**Wedding Rehearsal**

**May 13**

**Rehearsal**

**Time: 4pm**

Location: Lesner Inn

Room: Sun Deck (2nd Floor)

Address: 3319 Shore Dr,

City, State: Virginia Beach, Virginia

Note: Rehearsal Dinner:

Time: 5:30 pm

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

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wedding Ceremony**

**May 14, 2015**

**Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pm**

Location: Lesner Inn

Room: Sun Deck (2nd Floor)

Address: 3319 Shore Dr,

City, State: Virginia Beach, Virginia

**Wedding Cocktail Hour**

**Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pm**

Location: Lesner Inn

Room: Sun Deck (2nd Floor)

Address: 3319 Shore Dr,

City, State: Virginia Beach, Virginia

**Wedding Reception**

**Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pm**

Location: Lesner Inn

Room: Lesner Hall (2nd Floor)

Address: 3319 Shore Dr,

City, State: Virginia Beach, Virginia

**Name: :** Vendor List

Vendor Access - Time for venue available for set-up:

Estimated Guest Count:

**Venue - Ceremony**

|  |  |
| --- | --- |
| Service Provider | Lesner Inn |
| Point of Contact |  |
| Cell Phone |  |
| Arrival/ Special Needs |  |

**Venue - Recepion**

|  |  |
| --- | --- |
| Service Provider | Lesner Inn |
| Point of Contact |  |
| Cell Phone |  |
| Arrival/ Special Needs |  |

**Day of Coordinator,**

|  |  |
| --- | --- |
| Service Provider |  |
| Point of Contact |  |
| Cell Phone |  |
| Arrival/Set-up Time |  |

**Officate**:

|  |  |
| --- | --- |
| Service Provider |  |
| Point of Contact |  |
| Telephone |  |

**Cake**:

|  |  |
| --- | --- |
| Service Provider | Shockley’s Sweet Shoppe |
| Point of Contact |  |
| Cell Phone |  |
| Arrival/ Special Needs |  |

**Photographer**:

|  |  |
| --- | --- |
| Service Provider | Dragon Studio |
| Point of Contact |  |
| Cell Phone |  |
| Arrival/ Special Needs |  |

**Music (DJ)**

|  |  |
| --- | --- |
| Service Provider | Astro DJ |
| Point of Contact |  |
| Cell Phone |  |
| Arrival/ Special Needs |  |

**Florist:**

|  |  |
| --- | --- |
| Service Provider | Vivid Expressions  |
| Point of Contact |  |
| Cell Phone |  |
| Arrival/ Special Needs |  |

**Other “Specialty Vendors” - Continue on next page**

**Hair & Make-up**:

|  |  |
| --- | --- |
| Service Provider |  |
| Point of Contact |  |
| Cell Phone |  |
| Arrival/ Special Needs |  |

**Lighting**:

|  |  |
| --- | --- |
| Service Provider | Astro |
| Point of Contact |  |
| Cell Phone |  |
| Arrival/ Special Needs |  |

**Rentals:**

|  |  |
| --- | --- |
| Service Provider |  |
| Point of Contact |  |
| Cell Phone |  |
| Arrival/ Special Needs |  |

**Misc:**

|  |  |
| --- | --- |
| Service Provider |  |
| Point of Contact |  |
| Cell Phone |  |
| Arrival/ Special Needs |  |

**\*Child Care**

|  |  |
| --- | --- |
| Point of Contact |  |
| Telephone |  |
| Arrival/Set-up Time |  |
| Special Needs |  |

**Assigned Vivid Expressions Team :**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accommodations & Guest Services

Site Visit sheets

**Pre-rehearsal: *Date:***

**\*Needed prior to rehearsal day (2 weeks prior)**

Master Guest Seating Chart (which table you’d like guests) and Table # (what number you’d like to assign the tables around the room)

**Rehearsal Itinerary**

Time: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ceremony Rehearsal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: (ROOM)

* Mock walkthrough
* Water station (if possible) and tissues on-site

**\*Vendor Payments: Remaining**

**Items to bring to rehearsal (if not provided prior):**

* Prelude, Processional and Recessional Music Selection

 ***(If not already provided to DJ)***

* Vows or Special Readings (if not already provided to Coordinator)

\*Any other items for Coordinator to take possession of for Next Day Set-up. Example:

* Cake Topper
* Cake Knife Set
* Escort Cards
* Programs
* Signage: Social Media Moment
* Signage: Signature Drink
* Bridal Party Room numbers Lists
* Bridal Guides
* Misc. - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Time | Activity |
|  | Arrive on site - If needed |
|  | Prepare to transition into “Rehearsal” |
|  | Gather in the Rehearsal area |
|  | Introductions, Expectations and Instructions |
|  | Rehearsal and walk-throughs |
|  | Wrap-up: last minute Q & A and End Rehearsal |
|  | Bridal Party leaves  |

**Note:** Rehearsal Dinner is being replaced with a Welcome Party on the following Saturday.

Bridal Party Guest Room #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Wedding Day: Bride Dresses:

Wedding Day: Grooms Dresses:

Bride’s Wedding Day Itinerary

 Suggested Timeline Overview

PLEASE NOTE: Hair and Make-up start time is tentative and subject to change depending on how many will have hair & make-up done as well as where (on or off site)

|  |  |
| --- | --- |
| Time | Activity |
|  | Breakfast |
|  | Final pampering and time with loved ones |
|  | Bridesmaids transition -------- |
|  | Lunch (Note: May be done on-site if possible) |
|  | Hair & Make-up (Bride and Bridesmaids)(Note: May be done on-site at Changes or at an alternative location) |
|  | Get dress(Note: Photographer will be ready to take shots of bridal party preparing. Jewelry, veil, shoes, etc. as desired) |
|  | Prepare and transition |
|  | Transition to ceremony location site |
|  | Bridal Party Line-up |
|  | Bring Bride from staging location after groom enters room and goes down aisle  |
|  | Ceremony Commences |
|  | Ceremony |
|  | Ceremony ends – \*Guests Transition to Cocktail Hours. Bridal Party follows lead of Photographer for photos (Vivid Expressions Staff will assist with transitions) |
|  | Cocktail hour begins - photos |
|  | Transition to Reception for lineup in front of Ballroom(Note: Vivid Expressions Team will be on-site to assist) |
|  | Reception commences |
|  | Reception |
|  | Reception ends |

Groom’s Wedding Day Itinerary

 Timeline Overview

Suggested timeline

|  |  |
| --- | --- |
| Time | Activity |
|  | Breakfast |
|  | Time with friends & family |
|  | Lunch (PLEASE DON’T FORGET TO EAT LUNCH!!) |
|  | Get dress(Note: Photographer will be ready to take shots of bridal party preparing. Tying ties, drinks with the guys, etc. as desired) |
|  | Transition to … |
|  | Chapel and prepare for lineup |
|  | Transition to ceremony location site |
|  | Bridal Party Line-up |
|  | Ceremony Commences |
|  | Ceremony |
|  | Ceremony ends – \*Guests Transition to Cocktail Hours. Bridal Party follows lead of Photographer for photos (Vivid Expressions Staff will assist with transitions) |
|  | Cocktail hour begins - photos |
|  | Transition to Reception for lineup in front of Ballroom(Note: Vivid Expressions Team will be on-site to assist) |
|  | Reception commences |
|  | Reception |
|  | Reception ends |

 Wedding: Transportation

Bridal party’s current Hotel Room or Accommodations numbers:

Bride Groom

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

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

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

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

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

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

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

Please confirm which Cars and/or other Transportation Service will be used to transport Bridal Party Member to ceremony/reception and back from the hotel after the wedding and who will be riding in each car.

* Transportation Service Provider:

Contact:

Telephone Number:

Email (if available):

Address:

* ***Vehicle #1 – Driver:\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
* ***Vehicle #2 – Driver\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
* ***Vehicle #3 – Driver\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
* ***Vehicle #4 – Driver\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
	+ ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Room Layout: Ceremony**

**Details: Ceremony**

**Room Layout: REception**

**Details: REception**

**Name:** Wedding: **Bridal party**

**Officiant**

Name:

**Parents of the Bride**

Name:

Name:

**Parents of the Groom**

Name:

Name:

**Bride**

Name:

**Groom**

Name:

**Maid/Matron of Honor**

Name:

**Maid of Honor**

Name:

**Bridesmaids**

1 Name:

2 Name:

3 Name:

4 Name:

5 Name:

6 Name:

7 Name:

8 Name:

**Flower Girl**

Name:

**Best Man**

Name:

**Groomsmen**

1 Name:

2 Name:

3 Name:

4 Name:

5 Name:

6 Name:

7 Name:

8 Name:

**Ring Bearer**

Name:

**Ushers**

Name:

Name:

Processional Line up Entrance line-up

* Parents of Groom take their seat
* Officiate and groom take their place at the altar.

Bridesmaids Lineup Groomsmen Lineup

 **(First to last) (First to last)**

1 Name:

2 Name:

3 Name:

4 Name:

5 Name:

6 Name:

7 Name:

8 Name:

9 Name:

**Bridal Party: Alter Line-up**

**Bride & Groom**

****

**Wedding Sequence**

**Prelude**

(Musical Selections –

**Processional**

**Entrance of the Groom**

Groom takes his place at alter by Officate: with Groomsmen ***or*** Groomsmen escort Bridesmaids?

(Musical Selection -

**Bridal Processional**

(Musical Selection -

* + Bridesmaids
	+ Jr Bridesmaid
	+ Ring Bearer
	+ Girl flower

**Bride enters**

(Musical Selection -

**Welcome & Commencement of the Ceremony**

* Officiate welcomes guest
* Prayer
* Guests seated
* Mother gives Bride away
* Pledge and Charge (to couple and guests)

**The Reading**

**The Exchange of Vows**

**Other rituals**

**The Exchange of Rings**

(Held by Best Man and Maid of Honor)

**“The Kiss”**

**“Introduction of Mr. & Mrs. ”**

**Recessional**

(Lead by Bride and Grooms and followed by Bridal Party)

(Musical Selection -

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** Wedding Vendors

***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Set-up Access:

**Sequence of Event**

|  |  |
| --- | --- |
| Time | Activities |
|  |  |
|  | Prelude Music Plays |
|  | Guests begin to arrive |
|  | Seating of Guest  |
|  | (Music transition) |
|  | Parents of the Groom & Groomsmen |
|  | (Processional Music) |
|  | Groom takes his place march |
|  | Bridesmaid march |
|  | Jr BM, RB, FG march |
|  | (Music Transition) |
|  | Bride & Mother of the Bride Entrance  |
|  | Officate will welcome and acknowledge the purpose today |
|  | Exchange Vows |
|  | Exchange Rings |
|  | Kiss |
|  | Introduction |
|  | Recessional  |

***\*PLEASE NOTE:***

**Special Guest Amenities:**

 Wedding: Transition ***Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Sequence of Event

|  |  |
| --- | --- |
| **Time** | **Activities** |
|  | Ballroom Doors Open/Guests directed to find their seats  |
|  | Last of the Guests directed to find their seats  |
|  | Bridal Party Line up |
|  | Grand Entrance * ***Parents of the Bride:***
* ***Mother of the Groom:***

Bridal Party Music **(Song: “** ***Bridesmaid Groomsmen*** 1 Name: 2 Name: 3 Name: 4 Name: 5 Name: 6 Name: 7 Name: 8 Name:**Bride & Groom** ***“Introduction of Mr. and Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”*****(Song will continue for couple: “** |
|  | DJ/MC Announces Bridal Party to be seated and that the Bride & Groom will have their ***First Dance* (Song: “** |
|  | Mother-Father Dance (Song: **“** |
|  | Mother-Son Dance (Song: **“** |
|  | DJ Facilitates transition to Blessing & Dinner Service |
|  | Blessing – by  |
|  | Dinner Service (Dinner – DJ Refer to the Music List) |
|  | **Dancing** |
|  | Toasts & Acknowledgements (Best Man and Maid of Honor)  |
|  | Bride & Groom “thank you” |
|  | **Dancing** |
|  | (Coordinator Confirm w/Banquet Staff they are ready for Cake Cutting – DJ makes announcement) |
|  | Cake Cutting  |
|  | Coordinator Staff - Gather Cake Serving Set/Toasting Glasses (if provided by Bride & Groom) & Guest Books |
|  | **Dancing** |
|  | DJ Facilitates - Bouquet Toss (Song**:** ) |
|  | **Open Dance Floor to dancing and activities until end of evening** |
|  | \*Coordinator Staff Assists - Loads Gift for transportation  |
|  | \*Banquet/Coordinator Staff - Wrap up Cake Top for Bridal Couple |
|  | Reception ends: Bride & Groom Departure (Possible**: “ )** |
|  | Direct Guests to say “good bye” |
|  | Breakdown Begins  |

**\*Subject to change:**

Menu & Dinning

Dinning Style: Buffet Plated, Stations, Cocktail, etc.

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

Table Dinner Options:

Head table or Sweet Table

Couple’s preferences:

* Appetizers
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Entrees
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sides
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Alcohol Service: Open, Closed, Set hours, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Kids Menus

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

* + Vendor Meals: Box, Buffett, Plated, etc.
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Guest seating tables and place/menu cards***

|  |  |
| --- | --- |
| Table Number | Guest Names |
| Table 1 |  |
|  Table 2 |  |
| Table 3 |  |
| Table 4  |  |

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| Table 5  |  |
| Table 6  |  |
| Table 7 |  |
| Table 8  |  |

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| Table 9  |  |
| Table 10 |  |
| Table 11 |  |
| Table 12 |  |

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| Table 13  |  |
| Table 14 |  |
| Table 15 |  |
| Table 16 |  |

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| Table 17  |  |
| Table 18 |  |
| Table 19 |  |
| Table 20  |  |

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| Table 21  |  |
| Table 22 |  |
| Table 23 |  |
| Table 24  |  |

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| Table 25 |  |
| Table 26  |  |

***\* See room outlay diagram (may be in another attachment)***