

WEDDING CHECKLIST



Your names: _____
Wedding date: _____
Contact phone number(s): _____
Email addresses: _____
Billing address: _____
Parents' names: _____

Your Officiant (Name/phone number) _____

What is the general time frame of your wedding day? _____ to _____

Approximate number of people attending _____ Final number needed 2 weeks prior!

How many vendors will eat dinner _____

How many are in your wedding party, including the two of you? _____

List the events you have planned for the day, in order, with approximate times:

Will you want a rehearsal? _____ If yes, what day and time would you prefer? _____

Will you be eating dinner downstairs in the Banquet Room, upstairs in the Rustic Ballroom, or on the Park Grounds?

Please check boxes and then list your menu choices and serving times on the line(s) below:

All Day Beverage Service

Appetizer Choices and Serving Time:

Dinner Menu Choices and Serving Time:

Picnic in the Park Menu and Choices:

Do you plan to offer alcoholic beverages? _____ When should the bar open? _____

Where are you getting the alcohol? _____

Cans, Beer Bottles, Kegs, Wine Bottles? (Please circle)

WEDDING CHECKLIST

Are you having centerpieces? _____ Wedding guest favors? _____ Place cards? _____
A seating chart for the meal is required.

Some notes on the seating chart and tables:

One month prior to your wedding date, we need to have a list of your tables with number of place settings at each table. (See also FAQs on pages 12-14)

Please advise us if there will be babies who need a space but do not need a place setting.

Also let us know which tables are most important (i.e. parent tables) with an asterisk.

Round tables seat groups of 6-10, long tables seat groups of 6-8. Please consolidate your guests into the least number of tables possible!

Table runners (if you're having them) need to be delivered to the park early during the week of your wedding so that we have them before we set the tables.

Will you be having any of the following?

Please list their name, telephone number where they may be reached on your wedding day, timeframe, and any special needs they may have, i.e., will they need a table? With linens? Electricity?

DJ, Band, Soloist(s) or Playlists on your electronic device _____

Florist _____

Photographer _____

Cake (or other dessert) Provider _____

Videographer _____

Decorator _____

Photo Booth/ Other _____

Please send both the completed Wedding Checklist and the Tableware Checklist to me via email so I can prepare your quote. Please note it can be revised as needed. And if I can help you with anything at all, please call or email me!

Thank you for taking the time to help me make your day perfect, right down to the last detail!



Carrie Borah & The Entire Staff

Making Memories at Wiegand Lake Park

TABLEWARE CHECKLIST



Please check off each item you want provided. We will use this list to help prepare your quote. You will be able to choose specific linen colors prior to the final order.

- _____ Ceremony Chairs.
 - _____ Dining Chair Covers. Color? _____ Standard or Fitted? (Circle one)
 - _____ Dining Chair Sashes. Color? _____
 - _____ Round Guest Tables - They seat 6-10 guests, depends on what size we use.
Round Tables may only be used upstairs, not downstairs.
 - _____ Long Guest Tables - They seat 6-8 guests, depends on what size we use.
Guest tablecloth color preference(s)? _____
Half-draped or full length? (Circle one)
 - _____ Bridal Tables/Serving Tables may be either skirted or full length (Circle one)
 - _____ Sweetheart Table and Tablecloths Color Preference(s) _____
 - _____ Cloth Napkins. Color preference? _____
 - _____ China Dinner Plates. (We order 20% over your guaranteed number of guests to accommodate guests repeat trips to the buffet. It is against Health Department rules for guests to return to the buffet with a used plate.)
 - _____ China Salad Plates
 - _____ Cake Plates - China or Paper (Circle one)
 - _____ Silverware Sets (includes two forks, knife, and teaspoon)
 - _____ Dessert Forks - Silverware or Plastic (Circle one)
 - _____ Teaspoons for coffee station - Silverware or Plastic (Circle one)
 - _____ Water Goblets
 - _____ Wine Glasses - At each place setting or bar only (Circle one)
 - _____ Champagne Flutes
 - _____ Other Glassware? _____
 - _____ Coffee Mugs
 - _____ Salt and Pepper Sets (1 set per table)
 - _____ Salad Dressing Servers (1 set per table)
- How many vendors need place settings? _____
- Will the vendors use China/Silverware "or" Styrofoam/Plastic (Circle one)

Dinner may be served at the picnic tables in the grounds, in the lower level Banquet Room or in the upper level Rustic Ballroom. No extra fee is charged for the long tables and padded chairs which are permanently set up in the Banquet Room, but any tables and chairs we must rent, or move, will incur an additional charge.