

# 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 or Picnic in the park Menu choices and Serving Time:

\_\_\_\_\_

\_\_\_\_\_

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)

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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.) or Plastic Dinner Plates ( Circle one)
- \_\_\_\_\_ China Salad Plates or Plastic Salad Plates ( Circle one)
- \_\_\_\_\_ Cake Plates - China or Plastic or Paper (Circle one)
- \_\_\_\_\_ Silverware Sets (includes two forks, knife, and teaspoon) or Faux Silver Plastic Flatware ( Circle one )
- \_\_\_\_\_ 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- At each place setting or bar only ( Circle one)
- \_\_\_\_\_ Other Glassware? \_\_\_\_\_
- \_\_\_\_\_ Coffee Mugs- Ceramic or Paper ( Circle one)
- \_\_\_\_\_ 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.