



WEDDING RECEPTION CHECK LIST FOR SET UP REQUIREMENTS

This information is needed 4-5 weeks prior to the reception.

WEDDING: _____ DATE: _____

Ceremony Time & Location _____

Estimated time of guests arrival/social start time _____

Married couple estimated time of arrival _____

Dinner Selection: _____

Salad Choice if plated, Tossed Green or Caesar Salad _____

Children's Meals, 10yrs and younger-Plated Chicken Fingers -or- Buffet _____

Serving time for the dinner? _____

Meal Indicators for split entrees: _____

Will there be a prayer prior to dinner _____

Will the DJ announce the wedding party _____

Punch, 1 gallon serves 20 glasses _____

Planning any Hors d'Ouveres early on (or) late night _____

Beverage Service: Cash Bar (or) Host Bar _____

Host Individual Items: Keg of Beer, type _____ # of kegs _____ # _____ on reserve

Champagne/Wine/NA service: Servers will offer each guest a glass _____

The Holiday Inn's policy: Guests are not allowed to bring in beverages and will be asked to remove them if they do.

Head table for _____ people on a 6" riser with a tabletop microphone; 22 ppl max

_____ Reserved round tables in front of the head table with 8 people at each.

Will there be assigned seating or table numbers needed _____

If so we will have an 8' table out front at the entrance of the room for name cards, along with the table number stands

Linen selection: Ivory table tops & skirting - Ivory napkins

Centerpieces what are they: _____

H-Inn's mirrors - 12" round or Votive Candles - max two per table _____

Additional items being brought in? Personal napkins, champagne flutes, cameras, party favors, cake cutter & server, meal indicators Etc. _____

Photo slide show with sound? _____

Who will be setting up the center pcs. and other items - Time people will be in for set up _____

Dance floor 20x20 - Band or DJ -Name of company _____

What time will the dance end? _____

Standard table set up: Punch, Guest Book, Gift and Cake tables, Name Cards/Meal Indicator tables needed? _____

Who is doing the Wedding Cake _____

HIH&S to Cut and serve the cake \$50.00 fee - or own people _____

Will you use the Hospitality Room Gift Opening, or just Storage only _____

Will you order any food and beverage to the hospitality room? _____

- Reminder to Wedding Party to carry ID's- we will do a last call just after midnight and you can dance until 1 am.
- The married couple are the only individuals that are able to check into the bridal suite, after 4pm or at any point during the evening.
- Parking is complimentary for your guests attending the reception in the Holiday Ramp
- A friend/parent/personal attendant etc. can check into the Hospitality Room for you
- Guarantee number of dinners served is due 5 day prior to the event
- Final payment of the balance is due Wednesday - Thursday prior to the event.