

Country Inn & Suites Wedding Facts Sheet

To better serve you, please take a moment and answer these questions to the best of your ability

Bride & Grooms Names _____

Wedding Date _____ *Phone Number* _____

Host and Hostess _____

General Wedding Facts:

Number of guests:

Time of ceremony:

Wedding Location:

Length of Service:

Description	Name & Company	Phone Number	Times they will arrive
Florist			
Bakery			
Decorator			
Photographer			
DJ/Band			
Music	When will dance begin & end? Will there be dinner music?		
Limo			

Seating:

Will you need a head table? Yes / No

How many people will be seated at the head table?

Would you like the head table on risers? Yes / No

Will you need reserved tables? Yes / No

Will you need highchairs or boosters? Yes / No If so, how many?

Assigned Seating: Yes / No For who?

(If assigned seating is used, a family member or Host must direct guests and arrange assigned seating cards)

Linens: Please do not use confetti – an additional cleaning charge will apply

These are included in the price of the room rental

What color of tablecloths would you prefer – White or Ivory?

What color napkins will you need?

Do you have your own cocktail napkins?

We offer: Green or White napkins

Equipment/Storage Needs – Please place an “X” accordingly

	Yes	No	Rental Charge – Tax no included
Dance Floor			No Charge
LCD Projector			\$75
Screen			\$35
TV/VCR/DVD			\$50
Microphone			\$38
Will you be storing gifts overnight?			No charge
Will you be using the Breakfast Room to open gifts?			No charge (must be after 12PM)
Extra storage is available at an additional charge – Will you need more storage areas?			

Beverages:

- **We recommend that toasting take place after dinner to ensure that servers can deliver quality meals**
- **Security guards are required when alcohol is being served; there is an additional charge for this service**
- **A 9.5% liquor tax will apply to any host liquor**
- **A butler charge of \$50 will apply for beverages or appetizers being passed**

Will you want to offer Punch? Yes / No If yes, how many gallons and what flavor?
 ***(There are (52) 5 oz cups/punch bowl)

Will you need a Cash Bar; Host Bar or some of each?

Will you want kegs of Beer? Yes / No If so, how many and what is your preference?
 ***(Approx. 170 glasses/keg)

Who should we contact for reserved kegs?

If wine is to be served what is your preference? How many bottles will you need?

Will you want champagne or wine served during the toast? And when will toasting be taking place?

Will you want a bottle of champagne/wine at each table or just the head table?

Cake:

Do you have your own cake knives?

At what time during the reception will the Bride and Groom cut the cake?

When cutting the cake begin with (tier, sheet)..... (This is helpful for our staff)

Would you like to keep the top of your cake?
***A cake container must be brought with you if you will be saving the cake**

Food Preparation: An 18% Service Charge will apply on all food and beverages ordered

	Yes	No	Comments
What time would you like your meal served?			Time
Will someone be saying a prayer before the dinner?			Who:
What will your entrée selection be? Will you need appetizers? Should they be served before or after dinner? These can be buffet style or butler passed <i>If a buffet is chosen and tables need to be released; please provide us with the family member who would be releasing the tables, our servers will be ensuring that quality food is being delivered during this time</i>			Salad & Dressing: Starch: Meat: Veggie:
Are children's meals needed? (This is for children under eight) How will you indicate where the children are seated? We recommend using colorful straws or balloons to indicate where children are being seated.			Number of Kids Meals: Children's meals consist of chicken fingers, fries, fruit, small container of milk

**** Events should come to a close at 12:30am**

***Friendly Reminder: The Country Inn & Suites is not responsible for items left after an EVENT;
 Please be sure to remove all items that evening!***