

WEDDING NAME/DATE: _____

Bronze Wedding:

Full length table cloths: ☐ white OR ☐ ivory

Napkin Color: _____

Any upgrades: _____

Club provided: Table numbers: ☐ Yes OR ☐ No

Three (3) Votives: ☐ Yes OR ☐ No

Type of centerpieces: _____ Type of head table: _____ Number at head table: _____

Bar requirements: ☐ Host OR ☐ No Host If Host Bar, time or dollar limit? _____

Draught ~ select two (2): Bud Light, Goose Island IPA, Harpoon, Newport Storm, Sam Adams Boston Lager/Seasonal or Shock Top Belgian White _____

Bottled ~ select two (2): Bud Light, Budweiser, Coors Light, Corona, Guinness, Heineken, Michelob Ultra, Newport Storm Blueberry, O'Doul's, Sam Adams Boston Lager/Seasonal, Stella Artois or Yuengling _____

Add toast? ☐ Yes OR ☐ No ☐ House white wine (\$2.50) ☐ Prosecco (\$3.00) ☐ House champagne (\$3.00)

Add wine service with dinner? ☐ Yes OR ☐ No

White wine selection: _____ Red wine: selection: _____

Two Passed Hors D'oeuvres: _____

Please select up to two (2) entrées: Host must provide color coded place cards to clearly indicate entrée selection (red=beef; blue=fish; yellow=chicken; green=vegetarian) (One Star Wedding includes assorted domestic cheese, crackers & fruit; fresh garden salad, rolls & butter, Chef's selection vegetable & starch, plate & serve host provided cake, complete coffee service)

1. _____

2. _____

Any additional items? If so, please list: _____

Bride's entrée selection: _____ **Groom's entrée selection:** _____

Vendors to eat in: ☐ Cocktail area OR ☐ with guests **Vendors will eat:** ☐ Same dinner as guests OR ☐ Chef's choice vendor meals

Child's chicken fingers & fries? ☐ Yes OR ☐ No; if Yes, how many: _____

Please inform us of any special dietary restrictions: _____

Additional comments: _____



In-House Napkin Colors



Pink



Dusty Rose



Red



Burgundy



Black



Teal



Seafoam



Forest Green



Gray



Dresden Blue



Cadet Blue



Navy



Peach Glow



Mocha



Inca Gold



Yellow



Ivory



Purple



Rust



Chocolate



Violet



White

Officers' Club Wedding Questionnaire

Event Name: _____
(both of your full names)

Event Date: _____ **Event Times:** _____
(day of week/date/month/year: ie: Friday, September 07, 2018)

Ceremony Location & Time: _____ **Colors/Theme Of Your Wedding:** _____

Reception Room: _____ **Expected Attendance:** _____

Vendor Information

Please advise vendors they may arrive for set-up ninety minutes prior to start of event. The premises must be vacated within thirty minutes of event end time. Ensure all your vendors are **individually listed** on the Event Roster that we provide you, including shuttle, bus and limo drivers! Vendor cell phone numbers are greatly appreciated!

Cocktail Hour Musicians: _____ Cell Phone #: _____ # of People: _____

Band/DJ: _____ Cell Phone #: _____ # of People: _____

Photographer: _____ Cell Phone #: _____ # of People: _____

Videographer: _____ Cell Phone #: _____ # of People: _____

Photo Booth: _____ Cell Phone #: _____ # of People: _____

Bakery: _____ Cell Phone #: _____ # of People: _____

Florist: _____ Cell Phone #: _____ # of People: _____

Check One: ☐ Place Cards **OR** ☐ Seating Chart; If you have a seating chart, will an easel be needed: ☐ Yes ☐ No

Will you provide a container for gift cards/envelopes: **Check One:** ☐ Yes ☐ No

(If no, would you like to rent our bird cage or white satin box for \$25.00, cage ☐ Yes ☐ No **OR** box ☐ Yes ☐ No)

Please check all that apply/you will perform at your Wedding Reception:

- | | | |
|--|--|---|
| <input type="checkbox"/> Sword arch upon entrance | <input type="checkbox"/> Cake cutting | <input type="checkbox"/> Toss the bouquet |
| <input type="checkbox"/> # Guests to be introduced (_____) | <input type="checkbox"/> Cake cutting with sword | <input type="checkbox"/> Throw the garter |
| <input type="checkbox"/> Blessing | <input type="checkbox"/> Father/daughter dance | <input type="checkbox"/> Saving top layer of cake |
| <input type="checkbox"/> Toasts (how many_____) | <input type="checkbox"/> Mother/son dance | <input type="checkbox"/> Giving away centerpieces |

Additional comments: _____

Please bring the following items (if applicable) to your final detail appointment. If items are not available, your final detail appointment will be re-scheduled.

DATE/TIME OF FINAL DETAIL APPOINTMENT: (usually three (3) business days prior to your wedding):

- ☐ Event Roster, typed in alphabetical order on the Officers' Club provided Gate Access Form, with last name **first**; each guest listed individually. Include all vendors' names ~ not company names, please **E-MAIL** this to the Catering Office **by noon, at least three (3) business days prior to wedding**. Please do not change the form in any way ~ **form must be submitted as an excel document**.
- ☐ Ceremony check list, if ceremony at Officers' Club
- ☐ Assembled centerpieces
- ☐ Copy of band or DJ's (*reception introduction sheet*)
- ☐ Personalized cocktail napkins
- ☐ Place cards, in alphabetical order by last name not by table; clearly color code indicating entrée selection. If having a seating chart, if applicable, must have entrée selection cards for guests when offering entrée choice
- ☐ Favors (*remember to take out of wrapping please*)
- ☐ Powder room amenity baskets
☐ Ladies ☐ Men's
- ☐ Floor diagram (*include number of guests at each table*)
- ☐ Basket of flip flops/sandals (*guests must wear shoes at all times!*)
- ☐ Entrée Selection Form, (*If applicable, number of each entrée listed at each table*)
- ☐ Unity candle, programs, ceremony items
- ☐ Cake knife & server (**OR** use Officers' Club set)
- ☐ Guest book & pen
- ☐ Toasting glasses (**OR** use Officers' Club set, for bride & groom only)
- ☐ Family pictures for display
- ☐ Table names/numbers
- ☐ Form of payment
- ☐ Box/baskets for cards/envelopes

Additional comments: _____

Ceremony Checklist

Please complete and return only if your wedding ceremony is to held at the Officers' Club

Name Of Officiate: _____ Cell Phone #: _____ Arrival time: _____

Music performed by: _____ Cell Phone #: _____ Arrival time: _____

Bride arrival time: _____ Groom Arrival Time: _____

Will bride and groom see each other prior to the ceremony? ☐ Yes **OR** ☐ No

CEREMONY WEDDING PARTY LINE UP: Officiate & groom at the altar

Parents of Groom _____

Reserve _____ seats in _____ row(s) on right side

Mother of Bride: _____

MOB escorted by: _____

Reserve _____ seats in _____ row(s) on left side

Will the groomsmen be at the ☐ altar with Groom ☐ enter with Bridesmaids?

List wedding attendants/pairings in order they will walk down the aisle

1). _____

2). _____

3). _____

4). _____

5). _____

6). _____

7). _____

8). _____

9). _____

10). _____

Bride escorted by: _____

Any additional comments: _____
