



Date of Event

Name _____

Phone Number _____

Email _____

Name _____

Phone Number _____

Email _____

WEDDING DAY - **Indoors or Outdoors (circle one)

Ceremony Location _____

Ceremony Start Time _____

Length of Ceremony _____

****Indoors or Outdoors (circle one)**

Reception Location _____

Reception Start Time _____

Reception End Time _____

Plan B in case of Rain _____

How many guests are you expecting _____

Estimated Budget (total or per person) _____

Wedding Planning

Are you working with a wedding planner? **Yes / No** Name/Contact info _____

Is the wedding planner working on the date of the reception only? - **Yes / No**

If you do not have a wedding planner, who will be the liaison (responsible party) on the day of the event to advise us on the time line of the event or specific design while setting up

Time Line

Setting * **Formal** ***Semi-Formal** ***Casual** (circle one)

Arrival of Guests _____

Cocktail Hour/Appetizers _____

Social Time/Pictures _____

Formal Announcement of Wedding party before serving (DJ/Officiant) _____

Serving Time _____

After Meal Events (Dance, slide show, etc.) _____

Would you set a specific time for a toast at your reception? **Yes** or **No** _____

Will you have champagne toast at any point in the reception? **Yes** or **No** Who will provide the champagne _____

Type of Menu or Food Interested In

Are there any religious or dietary needs? _____ Are there any food allergies? _____

Would you like some vegetarian options? _____

Wedding Theme _____ Wedding Colors _____

Cake Cutting Service * Stax Catering will pass the cake or desserts only if Stax Bakery provides them (free of charge)

Do you need help cutting the cake-**Yes** or **No** (Apply fee \$1.50 pp) (if needed-Clear plastic plates and forks included)

***Desserts glass plates Yes / No (Fee \$0.55)* Forks Yes/ No (Fee \$0.55) *Napkins Yes/No (Fee\$1.00)**

Do you have a cake knife and server- **Yes** or **No**? Are you providing cake plates & forks- **Yes** or **No**?

Who is making your cake? _____

Serving Indoors

Kitchen available: **Yes** or **No**

Prep area **Yes** or **No**

Prep Tables **Yes** or **No**

Utilities:

Electricity **Yes** or **No**

Lighting **Yes** or **No**

Outlets for catering equipment **Yes** or **No**

Water **Yes** or **No**

Working Kitchen Equipment- **Yes** or **No**- If so, list of available equipment : _____

Size of seating area (approximate dimensions) : _____

Number of serving tables for buffet: If applicable: _____

How many guests per table: _____

How many guest tables: _____

What day can we set up the buffet tables/serving tables (If applicable): _____

Contact person's name and contact number at venue to set up tables: _____

Serving Outdoors

Kitchen available **Yes** or **No**

Water **Yes** or **No**

Working Kitchen Equipment- **Yes** or **No**- If so, list of available equipment : _____

Number of Serving Tables: _____

How many tables for guest and seat: _____

What day can we set up the buffet tables/serving tables: _____

Contact person's name and contact number at venue to set up tables: _____

Covered/Sheltered Area(s)**Yes** or **No** Tent-**Yes** or **No** Prep area- **Yes** or **No** Prep Tables **Yes** or **No**

Do you have a plan **B** in case of rain _____

Size of seating area (approximate dimensions) : _____

Number of serving tables for buffet: If applicable: _____

How many guests per table: _____

How many guest tables: _____

What day can we set up the buffet tables/serving tables (If applicable): _____

Contact person's name and contact number at venue to set up tables: _____

Utilities:

Electricity **Yes** or **No** _____

Lighting **Yes** or **No** _____

Outlets for catering equipment **Yes** or **No** _____

Water **Yes** or **No** _____

Uncovered Area(s) - **Yes** or **No**

Rentals-

Are you currently working with a rental company. Please include name of company? **Yes** or **No** _____

Rental company contact person's name and contact number: _____

Flowers-

Are you currently working with a floral company. Please include name of company? **Yes** or **No** _____

Floral company contact person's name and contact number: _____

Linen-

Would the **VENUE** provide linen for the buffet tables? **Yes or No** *Note-We do not provide linen unless discuss and rented through a third party.

Are you currently working with a linen company. Please include name of company? **Yes or No** _____

Linen company contact person's name and contact number: _____

Food Service

(Do not answer questions below. Catering Director will ask questions below at wedding consultation.)

Hors d'oeuvre **Yes or No**

Attendants **Yes or No**

Plated Meals (server present meal) ***Buffet Style** ***Family Style** **(Circle one)**

Head Table Service for Wedding Party **Yes or No**

Bride/Groom entrée service: **walk to line** or **attendant serves their plates** **(Circle one)**

China or Disposable Plates: (Circle one)

Leftover Containers by bride **Yes or No**

Set up Plates on Buffet Line **Yes or No**

Tableware/Silverware/Napkins placed on buffet table or on the guests tables: _____

Glasses placed on drink station or on the guests tables: _____