**Production Details Calls**

1. Confirm Menu-
	1. Finalize
	2. upsell fitting menu items (hors d’oeurves, dessert station, menu add-on)
2. Bar-
	1. Finalize
	2. Special Requests (Wine List, Champagne Toast, Signature Drink)
3. Linens
	1. White/ivory
4. Napkins
	1. Choice of Falvey colors. See “Falvey napkins”
5. Floor plans-
	1. explain typical layout for this type of event
		1. Mix of highs and lows
		2. How many guests per table
		3. Confirm “rustic farm tables” for tavern events
	2. additional display tables
		1. gift table, games, memory table etc.
6. Equipment Necessary
	1. Microphone, speaker, projector screen, projector are available
7. Confirm if they have vendors
	1. Food ordered anywhere but Montilio’s must be from a licensed and insured bakery. With a food waiver signed. See “food waiver” document.
8. Timeline
	1. Client Arrival- only 2 hours prior to set up. No exceptions.
	2. Guest Arrival
	3. Meals
	4. Games
9. Deadline Reminders
	1. Final Deposit- 2 weeks from event date
	2. Guest Count- 2 weeks from event date
	3. Menu Changes- 2 weeks from event date