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| |  | | --- | | **GENERAL INFORMATION** | | Day + Date of Event/Wedding | | Bride + Groom | | Name of Parents of Bride | | Name of Parents of Groom | | Additional Parent's to be Recognized? | | Best Man | | Maid of Honor | | Total of Bridal Party | | **DAY OF ARRIVAL** | | HILLSIDE HOUSE: | | YELLOW ROOM: | | BRIDAL SUITE LUNCHES? | | **CEREMONY** | | Rehearsal Walk Through? | | Rehearsal Dinner? | | Ceremony Start Time: | | Location: | | If Here, Name of Person to Officiate? | | Order of Processional: | | First Look, if yes when and where: | | Coat Check: | | **COCKTAL HOUR/BAR SERVICES** | | Restaurant Bar to be open early for guests? | | Cocktail Hour Start Time: | | Location: | | Hosted or Cash? | | Signature Drink? | | Additional Request for Bar? | | 1 - Stationary Display: | |  | | 4 - Passed Hors D'oeuvres? | |  | |  | | Bride and Groom Joining Guests at Cocktail Hour? | | **INTRODUCTIONS** | | Bridal Party: | | Bride and Groom Entering from Top of Stairs? (RLI) | | First Dance? | | Blessing? | | Speeches + Toasts? - How Many? | | Father of the Bride? | | Any Additional Speeches? | | **DINNER SERVICE** | | Wine with Dinner? | | Wine Selections: | | Allergies: | | Salad Choice: | | Entrée Choice: | | Vegetarian Option: | | Kids' Meals: | | Additional Requests: | | Cake from: stationed or served? | | Additional Desserts: | | Cave Snacks: | |  | |  | | **FORMALITIES** | | Cake Cutting: | | Garter Toss/Bouquet? | | Parent Dances: | | Additional: | | **SET UP/LINENS** | | Sweetheart Table OR Head Table: | | Parents Table #: | | Overlay Color: | | Napkin Color: | | Specialty Linen: | | Up Lighting: | | Bistro Lights: | | **DECORATIONS** | | Place Cards: | | Cake Topper: | | Guest Book: | | Favors: | | Memory Table: | | Menu Cards: | | Centerpieces: | | Bathroom Amenity Basket: | | Sine-age: | | Favors: | | **VENDOR INFORMATION** | | Band or DJ Info: | | Set up time? | | Cocktail Hour Entertainment: | | Florist: | | Photographer: | | Videographer: | | Additional? | | |  | | --- | | **NOTES** | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |

**NOTES CONTINUED**