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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: |
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| 4 - Passed Hors D'oeuvres? |
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| 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: |
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| **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? |

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| **NOTES** |
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