

Set-up Day & Time

Name

Front of Hall, (plants lighting etc...

cake

Head table

 Cloth Color.....
 Napkin.....

No. of Speeches

Head Table Pax

Guest Table Pax

Total Pax.....

#1

#3

#5

#7

#9

#2

#4

#6

#8

#10

Table Cloth Color

Napkin.....

Table Runners Y/N

Chair Covers Y/N

Table No Stand Y/N

Center Piece

Name Tags Y/N

High Chairs No.....
 And at which tables.....
 Special Kids Meal.....
 And at which tables.....

Seating Chart

 Yes No

Walk In Music

 Y/N
First Dance
 CD or Band

Bar

Bar/
Present
Table

Buffet Area

Hall Hire

Meal Adults
 @ =

Meal Kids.....
 Under 12@
 3-5 years@
 Under 3Free
 =.....

Supper

Food Sub Total.....

Bar Tab.....

Miscellaneous 1

Miscellaneous 2

Less Deposit Paid.....

Total.....

Band

Set-up Time.....
 No.in Band
 Start Time

Dietary Requirements

Gluten Free
 Table No.....
 Names

Special Meal
 Table No.....
 Names

Bar

Open time.....
 Limit.....

Requirements

= TABLE NUMBER
 PAX = PEOPLE MAXIMUM

Door to
restaurant

CAKE

Cake Knife

.....

.....

Cut

 Top
 Middle
 Bottom

Out with Dessert, Supper or a Time.....