

Set-up Day & Time

Name

Front of Hall, (plants lighting etc...

cake

Head table

Cloth Color.....

Napkin.....

No. of Speeches

#1

#3

#5

#7

#9

Head Table Pax
.....

Guest Table Pax
.....

Total Pax.....

Table Cloth Color
.....

Napkin.....

Table Runners
Y/N

Chair Covers
Y/N

Table No Stand
Y/N

Center Piece
.....

Name Tags
Y/N

#2

#4

#6

#8

#10

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.....