



Contact #1

Bride Groom Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____
E-Mail _____

Contact #2

Bride _____ Groom _____ Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____
E-Mail _____

Bill to Contact If Different From Above

Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____
E-Mail _____

Ceremony Information

Wedding Date _____ Estimated # of Guests _____
Location of Wedding Ceremony _____
Time of Ceremony _____ Length of Ceremony _____
Receiving Line Location: Ceremony _____ Reception _____
If Ceremony is at DECC:
Officiant Name: _____ Phone: _____
Microphone: Corded (included) _____ Podium w/Mic (included) _____
Wireless (add. fee) _____ Lapel (add. fee) _____
Gift Table: Yes _____ No _____ Guest Book Table: Yes _____ No _____
Altar Table: Yes _____ No _____ Music/DJ Table: Yes _____ No _____
Drape Color: _____
Decorations: _____

Parking Arrangements

Guests Pay for Parking _____
Host Pays for Parking _____ Total Passes Needed: _____
If Host, use DECC Passes _____ Host to create passes _____
*Passes must include date and wedding name. Passes must be turned in to parking attendant.
Guest Hotel: _____
Photographer: _____
May we contact for photos: Yes _____ No _____
Videographer: _____
May we contact for video: Yes _____ No _____

Reception Schedule

Reception Ballroom: _____
Guests Arrive/Bar Open _____ p.m.
Hors d'oeuvres Served _____ p.m.
Wedding Couple Arrive _____ p.m.
Grand March Yes _____ No _____ p.m.
Cake Cutting for Photo _____ p.m.
Cue To Start Serving Dinner (prayer/welcomes said by:) _____

Dinner Served _____ p.m.
Toasts after Dinner _____ p.m.
1st Dance Begins _____ p.m.
Dance Ends/Music Stops _____ p.m.
Additional Reception Hour Fee (\$295/hour) \$ _____
Other Timing: _____

Slide Show

Slide Show: Yes _____ No _____ Begins: _____ pm
DECC Screen: Yes _____ No _____ DECC AV Cart: Yes _____ No _____
DECC Does Not Have Projectors Available To Rent _____
Audio Needed For Slideshow? Yes _____ No _____
If Yes, using DECC Mixer (add. fee) _____ or DJ Mixer: _____

Room Set Up

Head Table: On Floor _____ On Riser _____ King's Table _____ Other _____
Head Table: # of People _____ Microphone: Yes _____ No _____
Guest Book Table: Yes _____ No _____ Gift Table: Yes _____ No _____
Assigned Seating: Yes _____ No _____
If No, Number of Reserved Tables: _____
If Yes, DECC Table # Stands: Yes _____ No _____
DECC Table #s: Yes _____ No _____ Place Card Table: Yes _____ No _____

Decorating

Wedding Color(s) _____
Table Skirting Color: White _____ Ivory _____ Black _____
Tablecloth Color: White _____ Ivory _____ Black _____
Dining Napkin Color _____
Centerpieces/Decorations (Description) _____

Provided By: _____
Delivery Time _____ Decorating Time _____
DECC Mirrors: Yes _____ No _____
DECC Votive Candles: Yes _____ No Number per Table _____
Favors for Each Guest: Yes _____ No _____
Favor Description _____
DECC to Place Favors on Tables: Yes _____ No _____
Ceiling Decor: Yes _____ No _____ Company: _____
Up-Lighting: Yes _____ No _____ Company: _____

Bar/Beverage Information

Cash Bar: Yes No Begins _____ Ends _____

Host Bar: Yes No Begins _____ Ends _____

Beverages Provided By Host:

Keg Beer: Yes No Keg Brand(s) _____

Total # of Kegs _____ # on Reserve: _____

Bottled Beer Available at Host Bar: Yes No

Host Wine: Yes No

Served: At Bar # of bottles: _____

Offer Once with Dinner Offer Twice with Dinner

Offer for Toasts # of bottles: _____

Wine Selection(s) _____

Champagne: Yes No

Served: At Bar # of bottles: _____

Offer for Toast # of bottles: _____

To Head Table # of bottles: _____

Non-Alcoholic Beverages: Yes No

Punch or Lemonade or Iced Tea # of Gallons _____

Soda from Bar Begins _____ Ends _____

Infused Water # of Gallons: _____ Flavor: _____

Root Beer Keg # of Kegs: _____

Coffee # gallons of Reg: _____ # gallons of Decaf: _____

Wedding Couple 21 or Older: Yes No All

Wedding Party 21 or Older: Yes No

Wedding Party Must Be Prepared to Show ID

Hors d'oeuvres

Selection(s) _____

Special Instructions _____

Dinner

If Plated: Maximum 3 meal options, including Vegetarian.

Select Same Salad and Starch for all Plated Meals

Selection(s) _____

Children's Meals: Yes No Estimated # _____

Vegetarian Meals: Yes No Estimated # _____

Will vendors be given meals Yes No Estimated # _____

Dance/Entertainment

Band DJ Name _____

8'Skirted Table: Other Set Up: _____

Phone Number _____ Set Up Time _____

Social Hour Music Provided by:

DJ/Band DECC

Dinner Music Provided by:

DJ/Band DECC

Wedding Cake

Cake Provider _____ Phone # _____

Flavor(s): _____

(If more than one flavor, guests will self-serve from cake buffet.)

DECC Staff Cuts and Serves Cake (No Charge) Yes No

Cake Topper: With Delivery Wedding Couple Provide

Sheet Cakes Served from Kitchen: Yes No

Save Top Layer of Cake: Yes No

Delivery Time _____ Electricity for Cake: Yes No

Cake Knife: Wedding Couple Provide DECC Provides

Other Details: _____

Deadlines and Payment

Six Weeks prior to your reception, a planning meeting will take place with this form. Menu selections and all details regarding your event are due.

Five business days prior to your reception, a guarantee of the number of meals to be served is required. The estimated charges are due at this time. A final invoice for the actual charges incurred during your reception will be billed following your event and is due upon receipt.

Special Instructions
