



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:

Reception Schedule

Reception Ballroom: Guests Arrive/Bar Open Hors d'oeuvres Served Wedding Couple Arrive Grand March Yes No Cake Cutting for Photo Cue To Start Serving Dinner (prayer/welcomes said by:) Dinner Served Toasts after Dinner 1st Dance Begins Dance Ends/Music Stops Additional Reception Hour Fee (\$295/hour) Other Timing:

Slide Show

Slide Show: Yes No Begins: 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 By: NSE/Occasions/Other 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
