

# Club Wedding Planning Guide

What is the bride's full name? \_\_\_\_\_

What is the bride's parent's names? \_\_\_\_\_

What is the groom's full name? \_\_\_\_\_

What is the groom's parent's names? \_\_\_\_\_

Will you be having a rehearsal? **Yes – No** If so, what day and time? \_\_\_\_\_

If yes, are we providing dinner following rehearsal? **Yes – No**

Will the Ceremony be performed at the Country Club? **Yes – No**

If yes, where would you like to have it? Patio, Banquet Rooms, Lounge, #16 Gardens

\_\_\_\_\_

If no, where will it be performed and what is the travel time to the Club?

\_\_\_\_\_

\_\_\_\_\_

Will you need an Arch? (\$50 setup, includes drapes) **Yes – No**

If yes, will you be decorating the arch or would you like the Events Planner to do it? (\$25 décor charge) **Yes – No**

Would you like ceremony chair covers? (\$1.00 per chair) **Yes – No**

Would you like chair sashes? (\$1.00 per chair) **Yes – No**

Do you need a speaker and microphone for the ceremony? **Yes – No**

Do you need a pulpit for the ceremony? **Yes – No**

For table and chair placement, will you have any wheelchairs/walkers? **Yes – No**

If yes, where will they be sitting for the ceremony and dinner?

Guest count including bridal party? (Booster seats/highchairs?) (Are the DJ and photographer included?)

# In Bridal Party? \_\_\_\_\_ # at Head Table/Sweetheart Table \_\_\_\_\_

# Of guest per table 6 or 8 # of Boosters \_\_\_\_\_ # of Highchairs \_\_\_\_\_

Are vendors included? **Yes – No** If yes, will they be seated at the main tables or separated?

Do you want round tables or square/rectangle? **Round – Rectangle** (Each table is \$10 includes linen, rolled silverware, table runner, center mirror, water goblet, salt and pepper) (Additional items are available and priced based on requests)

Will there be a Flower Girl or Ring Bearer? \_\_\_\_\_

If yes, where will they be seated during the ceremony and then dinner? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a Photographer/Videographer? **Yes – No**

If so, who? \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have a DJ? **Yes – No**

If so, who? \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have a cake provider? **Yes – No**

If so, who? \_\_\_\_\_ Phone: \_\_\_\_\_

**Table Sizes: 42” round – 36” Round – 42” Square – 36” Square – 6’ Rectangle – 8’ Rectangle**

What additional tables are needed and how many of each?

DJ: \_\_\_\_\_ Cookies: \_\_\_\_\_ Apps: \_\_\_\_\_

Cake: \_\_\_\_\_ Gift: \_\_\_\_\_ Remembrance: \_\_\_\_\_

Guest Seating Tag: \_\_\_\_\_ Other: \_\_\_\_\_

We offer white or black table clothes (Included in table setup) **White – Black**

Theme/Colors? \_\_\_\_\_

\_\_\_\_\_

Rolled Silverware or Full Setting with Folded Napkin? **Rolled Silverware - Full Setting**

(Full Setting is additional priced by request)

Do you want dining chair covers? (\$1.00 per chair) (white) **Yes – No**

Do you want chair sashes? (\$1.00 per chair) **Yes – No**

What decorations will you be bringing in? (Absolutely no loose glitter - \$100 clean up fee if glitter is used)

Timeline: (Dressing rooms available 4 hours before ceremony and you are allotted  
3 hours after the ceremony for your reception)

Will you need pre-ceremony dressing rooms? **Yes – No**

Will you want both Women's and Men's dressing rooms? **Women's – Men's**

When will you arrive to start getting ready? \_\_\_\_\_

What time will guests start arriving? \_\_\_\_\_

What time would you like the ceremony to start? \_\_\_\_\_

Are the groomsmen going to escort guests to the ceremony as they come in? Yes – No

Will you need any golf carts for transport to the ceremony or after for pictures? Yes – No

If yes, how many and for before or after? \_\_\_\_\_

Would you like a cocktail hour? \_\_\_\_\_

Will there be an introduction? **Yes – No**

If so, what time? \_\_\_\_\_

Will there be any speeches? **Yes – No** \_\_\_\_\_

Who will be giving the speeches and at what time? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like a served/plated dinner or a buffet? (Numbers over 80 are suggested to be buffet, plated is additional cost) **Served – Plated**

If plated, you will need to provide seating cards with names & food choice labels. A list of names and choices should be provided to the Club as well.

What time should dinner start? (Either plated or buffet, Bride and Groom are served first)

\_\_\_\_\_

Will there be any toasts, if so time? \_\_\_\_\_

If so, will you need a microphone, or will DJ be providing? \_\_\_\_\_

Will there be cake cutting, if so what time? \_\_\_\_\_

Will there be dancing, if so what times? \_\_\_\_\_

\_\_\_\_\_

Will there be a sendoff? **Yes – No** If so, what time?

Do you want champagne for the head table? (\$25/bottle) \_\_\_\_\_

Would you like a **Bar/Drink package, open bar or cash bar**? \_\_\_\_\_

Will you need a satellite/remote bar? **Yes – No**

Appetizers/Hors d'oeuvres?

Cookies? (Cookie fee \$30)

Menu options? Buffet/Plated? (B, C, F cards need labeled)

Dietary Restrictions? (Vegetarian, vegan, GF)

Are you providing the cake? Yes – No If so, will it be self-serve? **Yes – No** (\$1.00 per person for the club to cut and plate)

Are you bringing in cake cutting utensils? **Yes – No**

Reminders for finalizing your event details:

Have you returned the signed contract? Yes – No

Has the deposit been paid? Yes – No

Elements from other weddings you've been to that you liked or disliked?

Even if you're not sure what you want, is there anything you absolutely don't want?

Things to think about:

- Are the groomsmen going to escort guests to the ceremony as they come in?
- Do you need golf carts following the ceremony for pictures? 2 carts are provided for Bride/Groom & Photographer, \$20 per cart thereafter. # needed \_\_\_\_\_
- Will you need a table by the ceremony site for brochures/pamphlets?
- Meals and seating for vendors and are they included in the final count?

Things to know:

- 22% service charge (18% gratuity pooled to service staff and 4% administrative charge) and 6% sales tax will be added to all event totals.
- Final count and menu choices 14 days prior to event
- Food payment 10 days prior to event
  - Bar bill and additional fees due after event
- 4 hours of facility use beginning at the start of the ceremony ~ each additional hour is \$100 (not including dressing room times)
- Should you want The Club to decorate, such as centerpieces, ceiling drapes, floral displays etc., there will be additional charges priced accordingly. The Country Club will always try to accommodate your wishes and your budget.