PAGE A – SEATING CHART

Name:_____

Day & Date:_____ **Time:**_____ **Phone:**_____**(Day of Wedding)**

	# of Guests	**# of Favors**
Table # 1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____
Bride & Groom →	_____	_____
A	_____	_____
B	_____	_____
C	_____	_____

Please included all Children and the Bride & Groom on the list

Total: _____ **Vendors:** _____

Please be accurate in your numbers. Your Final Payment is calculated based upon the numbers you have listed. Tables are designed to seat 8 to 10 guests. (Pavilion maximum of 8) When arranging guests, table linens are included.

PAPERWORK & FINAL PAYMENT APPOINTMENT: _____

On this date please return the following papers and make your Final Payment.

Page A – Seating Chart
Page B – Table Arrangements
Page C – Guest List
Page D – Protocol Sheet

FAVOR APPOINTMENT DATE: _____

On this date please bring the following labeled with your name and date of you affair

Items	Yes/No	Comments	Checked in
1. FAVORS			
2. CAKE TOPPER			
3. CAKE SERVER			
4. CHAMPAGNE GLASSES			
5. GUEST BOOK W/ PEN			
6. MATCHES, STIRRERS			
7. GIFT CARD HOLDER			
8. COCKTAIL NAPKINS			
9. CAMERAS			
10. AMENITIES BASKET			
11. OTHER			
12. OTHER			

****Reminder: In appreciation of your Maitre d's services, a gratuity of $3.00 per person is customary.**