

PAGE A – SEATING CHART - INN

Name: _____

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

TABLE #	# of Guests	# of Favors
B & G Dais		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

TABLE #	# of Guests	# of Favors
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		

Column 1 Total: _____

Column 2 Total: _____

Guest Count Total: _____

Number of Vendors: _____

Please included all Children and the Bride & Groom

Please be accurate in your numbers. Your **Final Payment** is calculated based upon the numbers you have listed. Do **not** include children under 3 years old. Tables are designed to seat 10 to 12 guests. Once the guaranteed minimum is met, Vendors & Children (between ages 3-12, up to total of six) will be charged at _ price.

PAPERWORK & FINAL PAYMENT APPOINTMENT: _____

On this date please return the following papers and make your Final Payment.
 Page A – Seating Chart Page C – Guest List
 Page B – Table Arrangements Page D – Protocol Sheet

FAVOR APPOINTMENT DATE: _____

On this date please bring the following labeled with your name & date of your wedding

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

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