



D'AMICO
CATERING

WEDDING PLANNER

There are many necessary details involved in planning a successful event. D'Amico Catering has created this checklist to help guide you through the details of planning your Wedding.

WEDDING DATE

BRIDE	PHONE
GROOM	PHONE
CONTACT DURING EVENT	PHONE
EVENT / WEDDING PLANNER	PHONE

TIME OF CEREMONY:

START	END	LOCATION
NUMBER OF GUESTS		
RECEPTION LOCATION		

PRE-DINNER

ARRIVAL TIMES:

GUEST ARRIVAL	BRIDAL PARTY ARRIVAL
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RECEIVING LINE:

FOLLOWING CEREMONY? YES / NO	- OR -	AT RECEPTION? YES / NO
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BEVERAGES:

BUTLER PASSED BEVERAGES	FROM	TO
BUTLER PASSED CHAMPAGNE	FROM	TO
NON-ACOHOLIC BEVERAGES	FROM	TO



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HORS D'OEUVRES:

BUTLER PASSED	FROM	TO
BUFFET	FROM	TO
BOTH	FROM	TO

BAR:

HOSTED	FROM	TO
CASH	FROM	TO
BOTH	FROM	TO
PREMIUM OR HOUSE BRANDS	HOUSE	PREMIUM
CORDIALS	YES	NO
MARTINIS	YES	NO
WINE	YES	NO
BEVERAGE NAPKINS	OURS	YOURS

DINNER ARRANGEMENTS

WHAT TIME WILL GUESTS BE SEATED?

ARE YOU HAVING A WELCOME?	YES / NO	IF YES, WHAT TIME?
ARE YOU HAVING A PRAYER?	YES / NO	IF YES, WHAT TIME?
ARE YOU HAVING A TOAST?	YES / NO	IF YES, WHAT TIME?
ARE YOU HAVING A HEAD TABLE?	YES / NO	IF YES, WHERE?
NO. OF GUESTS AT HEAD TABLE		
ASSIGNED SEATING?	YES / NO	
BUFFET	YES / NO	WHERE?
DISMISSED BY TABLE?	YES / NO	



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PRESET ITEMS:

WINE WITH MEAL SERVICE?	YES / NO	HOUSE / PREMIUM
MEAL SERVICE TO BEGIN		
VEGETARIAN MEALS NEEDED?	YES / NO	IF YES, HOW MANY?
SPECIAL MENU NEEDS?	YES / NO	
IF YES, WHAT AND HOW MANY?		
CHILDREN'S MEALS	YES / NO	IF YES, HOW MANY?
MULTIPLE ENTREES?	YES / NO	CHOICES INDICATED BY

CAKE SERVICE:

PLATED WITH DINNER?	YES / NO	IF YES, WHAT TIME?
BUFFET	YES / NO	IF YES, WHAT TIME?

TABLE LINENS:

WHITE, D'AMICO	YES / NO	NAPKIN COLOR
LINENS BROUGHT IN?	YES / NO	
IF YES, COMPANY NAME/NUMBER		
LINENS TO BE PICKED UP?	YES / NO	IF YES, WHEN?

POST DINNER

DANCE?	YES / NO	
IF YES, WHEN?	FROM	TO
LATE NIGHT DESSERT AND COFFEE BUFFET?	YES / NO	IF YES, WHAT TIME?



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WHAT TIME IS LAST CALL?

WHAT TIME IS LOAD OUT?

YOU MUST TAKE EVERYTHING WITH YOU THE NIGHT OF THE EVENT: FLORALS, CAKE TOPS, CAKE PIECES, ANY PERSONAL ITEMS, ADDITIONAL BATHROOM ITEMS, GIFTS, DECORATIONS BROUGHT IN BY YOU PERSONALLY.

VENDOR CONTACTS

PHOTOGRAPHER INFO:

PHOTOGRAPHER'S NAME

PHONE

PHOTOGRAPHER'S ARRIVAL TIME

TIME OF PHOTOGRAPHS:

FORMAL CAKE CUTTING PHOTOS? YES / NO IF YES, WHEN?

ARE YOU PROVIDING A MEAL FOR THE PHOTOGRAPHER? YES / NO IF YES, WHAT TIME?

FLORIST INFO:

FLORIST'S NAME

CONTACT

PHONE

FLORIST ARRIVAL TIME

ANY ADDITIONAL PIECES OTHER THAN CENTERPIECES? YES / NO

WHO WILL BE ASSIGNED TO REMOVE CENTERPIECES? NAME

IS ANYTHING TO BE RETURNED TO THE FLORIST? YES / NO

WHEN WILL THE FLORIST BE PICKING UP THESE PIECES? TIME DATE



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MUSIC / MUSICIANS:

MUSIC / MUSICIAN'S ARRIVAL TIME		PHONE
WHAT TIME DO THEY BEGIN		END
WHERE ARE THEY PLAYING?		
DO THEY NEED A GREEN ROOM?	YES / NO	
WHAT TIME IS THE SOUND CHECK?		
ARE YOU PROVIDING MEALS FOR THE DJ OR MUSICIANS?	YES / NO	IF YES, WHAT TIME?
SOUND AND/OR LIGHT TECH NEEDED?	YES / NO	IF YES, WHAT TIME?

LINENS OR SPECIAL DECORATIONS:

NAME	PHONE	
WHEN ARE THEY ARRIVING TO SET UP?		
HOW LONG WILL IT TAKE TO SET UP?		
WHEN ARE THEY PICKING UP LINENS?	DATE	TIME
WHEN ARE THEY TEARING DOWN DECORATIONS?	DATE	TIME

CAKE:

BAKERY NAME	PHONE
CAKE ARRIVAL TIME	
DO ANY RISERS OR PIECES FROM THE CAKE NEED TO BE RETURNED TO THE BAKERY?	YES / NO



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WHO WILL BE TAKING THESE
PIECES THE NIGHT OF THE EVENT?

WHO WILL BE RESPONSIBLE FOR
THE CAKE TOP?

ADDITIONAL NEEDS

CAKE TABLE	YES / NO	IF YES, WHERE?
GIFT TABLE	YES / NO	IF YES, WHERE?
GUEST BOOK TABLE	YES / NO	IF YES, WHERE?
PLACECARD TABLE	YES / NO	IF YES, WHERE?

D'AMICO CATERING AT THE METROPOLITAN BALLROOM AND CLUBROOM WILL BE HAPPY TO PROVIDE TABLE SKIRTING FOR YOUR GIFT, CAKE, GUEST BOOK, BUFFET AND/OR PLACECARD TABLES. YOU MAY CHOOSE FROM THE FOLLOWING SELECTIONS WE HAVE: GREEN, GOLD, BLACK, IVORY, BURGUNDY, WHITE OR BRIDAL SATIN.

VALET SERVICES REQUIRED	FROM	TO
SMOKING OR NON-SMOKING?		
COAT CHECK?	FROM	TO

AUDIO/VISUAL EQUIPMENT:

VIDEO PROJECTOR

MICROPHONES

SCREENS

SLIDE SHOW

SPECIAL LIGHTING

SOUND OR LIGHT TECH