



Important Questions to Answer For Your Reception Choice

- 1) Is my wedding time and date available? _____
- 2) How many people can the room hold? _____
- 3) Is there a rental fee? _____
- 4) What are the bar options?
(cash, open, limited amount, or pay as you go)

- 5) How will the room be set up? _____
Number of people at the head table? _____
Parents Table? Bride _____ Groom _____
Cake Table (Square or Round) _____
Gift Table _____
Sign In/ Place Card Table? _____
Music Area? _____
Do I need linen for tables? _____
- 6) What day would you like to set up? _____
Do you have favors for the tables? _____
- 7) Do you have a florist? _____
Florist name _____
Phone number _____
Day of Wedding drop off time: _____
Any extra for the caterer to decorate platters?

- 8) Music for the reception? _____
Name: _____
Phone number: _____
Day of Wedding drop off time: _____
- 9) Ask who will act as the Master of Ceremony
at your reception? Your Caterer or DJ

- 10) How to reserve your caterer?

Is there a deposit? _____
How much? _____
When do you need a final head count? _____



Event Planning Sheet

Date of the Event _____

LeRoy Clubhouse | Tent Off Clubhouse | Clubhouse Deck
Jones Hall | Off Site- Location:

Time of the Event (Day) _____ (Eve) _____

Name of Client _____

Function _____

of Guests _____ Final Count _____

Contact Person _____

Phone _____
Home Work Cell

Address _____

Bride / _____
Address _____

Bride's _____
Parents _____

Ceremony On Site: Yes No

Church: _____

Bakery: _____

Phone: _____

Licensed Bakery: Yes No

Cut and Serve: Yes No

Florist: _____

Phone: _____

Leaving extra flowers to decorate platters and buffet Yes No

DJ (Greg 905-7453)

DJ / Band: _____

Arrival Time: _____ Phone _____

Groom / _____
Address _____

Groom's _____
Parents _____

Time of Ceremony: _____

Receiving Line On Site: Yes No

Delivery Time: _____

Address: _____

Delivery Time: _____

Address: _____

Address: _____

Maid of Honor _____
Best Man: _____
Photographer _____
Phone: _____
Special Request: _____

Flower Girl _____
Ring Bearer: _____
Arrival Time: _____
Address: _____

Linen Color: White or Off White

Napkin Color: _____

Napkin Fold: _____

Special Request: _____

*** Linen cost is the exact amount billed (50-250 people not to exceed \$60.00-\$175.00) unless you choose from the Executive Package.

Party Setup

Head Table: Yes No # of Guests _____ Where: _____
of Guest Tables: _____ Guests/Table: _____ Table Type: Round _____ Banquet _____
Assigned Seating: Yes No Place Cards: Yes No Reserced Tables: Yes No # _____
Buffet Lines: # of Lines _____ Carving Station: Yes No Hors d' Oeuvres Table: Yes No
Cake Table:: Round _____ Banquet _____ Punch Table: Yes No
Registration Table: Yes No Sweets Table: Yes No
Gift Table: Yes No DJ Table: Yes No Table Type: Round _____ Banquet _____
Bride drop off the favors: Date: _____ Time: _____

Bar Request

Bar Package: _____ # of Hours:: _____ Before Meal: _____ After Meal : _____
During Dinner: Open Cash Closed
Toast: Yes No All guest Head Table Only Reserved Tables
Champagne Toast: _____ House or Special _____
Wine Toast: _____ House or Special _____ Non-Alcoholic Toast: Yes No



Off Site Liquor Permit Form

Please fill out this form for Off Site
Liquor Catering only

Event Name _____

Event Date _____ Start Time _____ End Time _____

Is this a fundraiser? Circle one YES NO

If so, who is the beneficiary? _____

Public or Private Event? _____

What activities, if any? (like raffle, silent auction?) _____

Number of attendees _____

Business name, address and phone number requesting the event.

Phone# _____

Contact person _____

Contact person's email address _____

Where will you advertise, if a public event? (newspaper?, flyer distribution?)

Note: A copy of your advertisement is required for the permit(s), only if it is open to the public.