

## SEATING CHART & TIMELINE

**THIS PACKET MUST BE COMPLETED AND RETURNED WITH FINAL PAYMENT**

### ❖ Please Finalize Items Below More Than 30 Days Before Reception:

1. Make final food and beverage selections, estimate guest count, and select napkin color choice.
2. Finalize centerpieces.
3. Select a cake.
4. Go over wedding reception timeline.
5. Should food be provided for DJ or band?
6. Name and phone number of DJ or band.
7. Receive our floor layout for table assignments.
8. Signed Contract.

### ❖ Please Finalize 21 Days Before Reception - Final Count is Due

1. Guest count with exact number of menu choices.
- 2 **Please Note:** This will become your “minimum number of guests” per the contract. You will be responsible for paying for the minimum number of guests and any additional guests served above this number. We will be prepared to serve 2% over the final count.
- 3 **\*Return this completed timeline and seating chart**

### ❖ Please Finalize 10 Days Before Reception - Final Payment is Due

**Final Payment must be received 10 days in advance by certified check or cash.** Personal checks will not be accepted. Please plan accordingly and place your payment in the mail so that it will reach us at this time. If we do not receive a final payment within this window, there will be a 3% processing fee added onto your total, and we must process the payment by credit card at that time.

### ❖ One Day Before Reception

1. All items pertinent to the reception (such as favors, cocktail napkins, toasting glasses, cake knife & server, decoration, etc.) should be brought to us. \* **Please remove all stickers.**
2. **Place cards in alphabetical order and if any seating changes please provide a revised seating chart/timeline.**
3. Any last minute changes must be made now. We will do our best to accommodate them if possible.

### ❖ Bar and Liquor Policy Reminder:

Please keep in mind that your guest’s alcohol consumption is our business and we care about what condition they are in when they leave. Our goal is for everyone to have a good time and get home safely. Our bartenders have been trained to card anyone they deem questionable in age and to refuse to serve anyone appearing to be at their limit. For your protection and ours, we need you to be aware of the following policy in regards to serving alcohol:

1. We ask that you note on the following seating chart any guest who is not 21 years of age.
2. We recommend any of your guests who are under 30 or “younger looking” to bring a **Valid Picture ID**, acceptable forms are a Drivers License, Military ID or a State ID. Anyone who fails to produce such an ID when asked will be refused bar service. It is the law in Pennsylvania.
3. We do not serve shots to any guest.
4. Age appropriate guests are not allowed to serve alcohol to minors **under any circumstances.**

We thank you in advance for your cooperation in this very important matter.



## WEDDING RECEPTION TIMELINE

Doors Open At: \_\_\_\_\_ (Note: If guests arrive earlier, they may wait in the restaurant upstairs.)

### ~ First Hour ~

- ◆ Wedding party mingles with guests during cocktail hour. Ten minutes before dinner we will assemble the wedding party for announcement into the dining room.
- ◆ Guests are seated.
- ◆ Announce the Wedding Party: order, name and relationship (if appropriate)

1 <sup>st</sup> :	6 <sup>th</sup> :
2 <sup>nd</sup> :	7 <sup>th</sup> :
3 <sup>rd</sup> :	8 <sup>th</sup> :
4 <sup>th</sup> :	9 <sup>th</sup> :
5 <sup>th</sup> :	10 <sup>th</sup> :

- ◆ First Dance Before Dinner: YES
- ◆ How many (*if any*) Additional Dances Before Dinner? \_\_\_\_\_

### ~ Second Hour ~

- ◆ Head table seating; please fill in entrée choices (if applicable) in the top row and put check in second row if attendant is under 21 years of age.

							♥	♥							

**HEAD TABLE SEATING CHART**

- ◆ Children in the wedding party? **Yes / No**
- ◆ Close bar for 1 hour beginning with introductions? **Yes / No**
- ◆ Prayer? **Yes / No** By Whom: \_\_\_\_\_
- ◆ Toasts By Whom: \_\_\_\_\_

### ~ Third Hour ~

- ◆ Cake cutting ceremony within 30 minutes after dinner.
- ◆ Parent dances following the cake cutting ceremony.

### ~ Fourth Hour ~

- ◆ Bouquet Throwing: **Yes / No**
- ◆ Garter Removal & Throwing: **Yes / No**

### ~ Special Requests ~

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## SEATING CHART

1. Please return your place cards in **alphabetical** order along with THIS seating chart.
2. Please print in the order of "Last Name/ First Name/ Entrée Selection" in the spaces provided. In the last small box, please check a guest if he/she is under 21 years of age.
3. If choice of entrée is not filled in, we reserve the right to make the choice for that guest.
4. **PLEASE DO NOT ASSIGN MORE THAN 10 PEOPLE AT A TABLE!**

**EXAMPLE:**

Table #1

#	Last Name	First Name	Entrée	121	#	Last Name	First Name	Entrée	121
1	Jones	Casey	Chick		6	Smith	Jamie	Beef	

**Sweetheart Table**

#	Last Name	First Name	Entrée	121	#	Last Name	First Name	Entrée	121

**Table #1 (Total=\_\_\_)**

#	Last Name	First Name	Entrée	121	#	Last Name	First Name	Entrée	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #2 (Total=\_\_\_)**

#	Last Name	First Name	Entrée	121	#	Last Name	First Name	Entrée	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #3 (Total=\_\_\_)**

#	Last Name	First Name	Entrée	121	#	Last Name	First Name	Entrée	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #4 (Total=\_\_\_)**

#	Last Name	First Name	Entrée	121	#	Last Name	First Name	Entrée	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #5 (Total=\_\_\_)**

#	Last Name	First Name	Entrée	121	#	Last Name	First Name	Entrée	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #6 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #7 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #8 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #9 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #10 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #11 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #12 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #13 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #14 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #15 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #16 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #17 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #18 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #19 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #20 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #21 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #22 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #23 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #24 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				

**Table #25 (Total=\_\_\_)**

#	Last Name	First Name	Entree	121	#	Last Name	First Name	Entree	121
1					6				
2					7				
3					8				
4					9				
5					10				