

HOTEL | EVENT CENTER | GRAND SPLASH

Wedding Checklist & Planner

Here at Timberlake Lodge, our experienced and dedicated staff is committed to doing everything possible to enhance the most important day of your life. To assist as you start the planning process, listed in this planner are a few questions for your review. Please feel free to contact us with any questions.

Contact Information

Date of the Wedding: _____

Full Name of the Bride-to-be: _____

Full Name of the Groom-to-be: _____

Contact Phone Number: _____

Email Address (Bride-to-be): _____

Email Address (Groom-to-be): _____

Full Name of Bride's Parents: _____

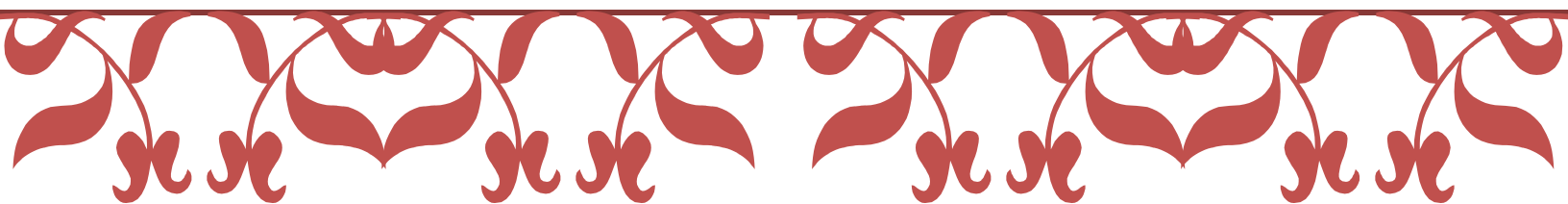
Full Name of Groom's Parents: _____

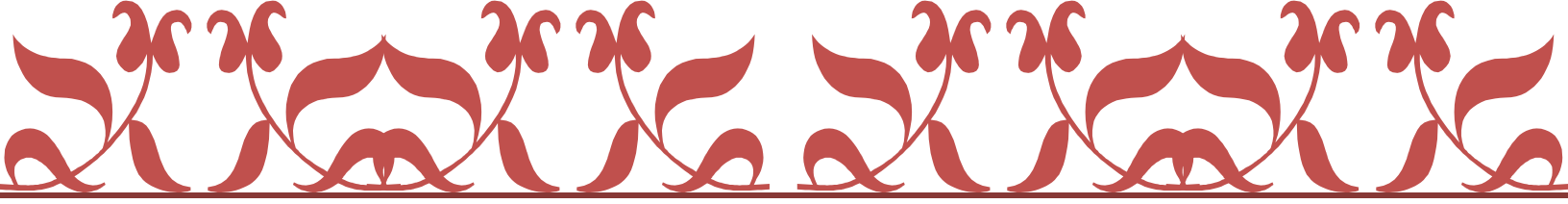
Colors/Theme for Wedding: _____

Location of Ceremony: _____

Start Time of Ceremony: _____

Start Time of Reception : _____





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Food & Beverage

Rehearsal Dinner at Timberlake Lodge? Yes No

Hors d'oeuvres Served During Cocktail Hour: _____

Starter Salad: _____

Main Entrée: Plated Buffet

Entrée Selections: _____

Vegetarian Meals Needed? Yes No If so, how many? _____

Other Special Dietary Needs? Yes No If so, how many? _____

Children's Meals? Yes No If so, how many? _____

Wedding Cake or Other Dessert Station? Yes No If so, what option? _____

Wine Pour with Dinner? Yes No If so, which wine(s)? _____

Anyone in Wedding Party Underage? Yes No If so, who?

Hosted Bar: Yes No

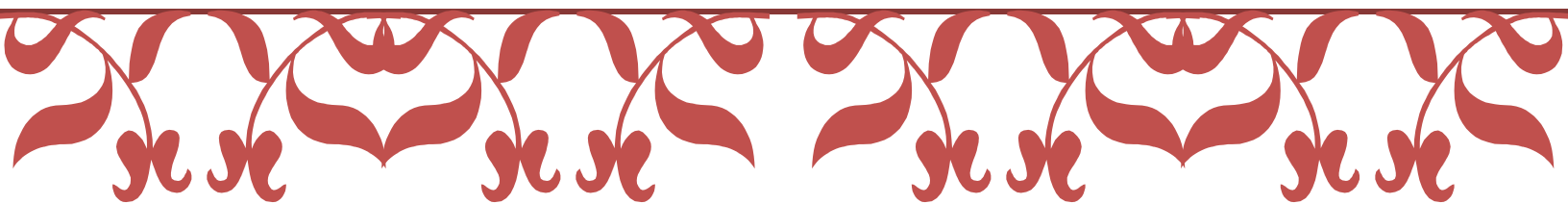
If so, which items hosted: Bottled Beer Call Brands Premium Brands

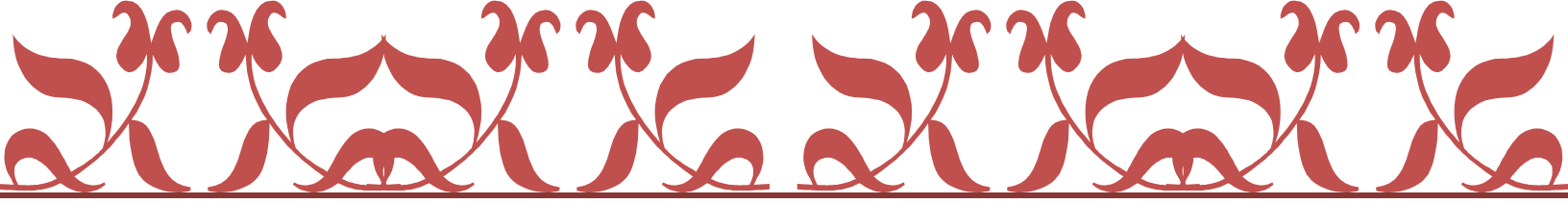
House Wine Cordials Soft Drinks

Other specialty beverages hosted: _____

Time frame for hosted bar: _____

Cash Bar: Yes No





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Event Center Set-up

Slide Show During Reception?: Yes No What time/frequency? _____

Cocktail Hour? Yes No Time Frame: _____ Required Set-up: _____

Gift Table Location: _____

Guestbook Table Location: _____

Place Card Table Location: _____

Punch or Coffee Station Table Location: _____

Cake/Dessert Station Table Location: _____

Dance Floor/DJ Equipment Location: _____

Head Table Location: _____ Number of Guests: _____

Guest Tables: 6/table 8/table How many tables?

Guest Seating: Assigned Reserved Open Seating

Linen/Napkin Color: _____ Fold Preference: _____

Centerpieces: _____

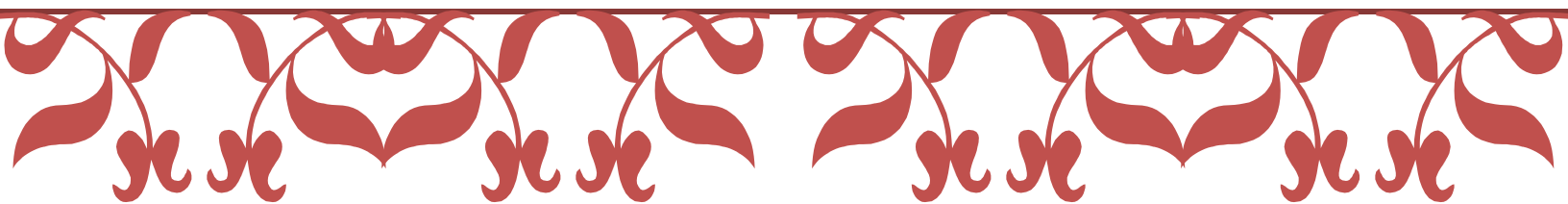
Additional Decorations: _____

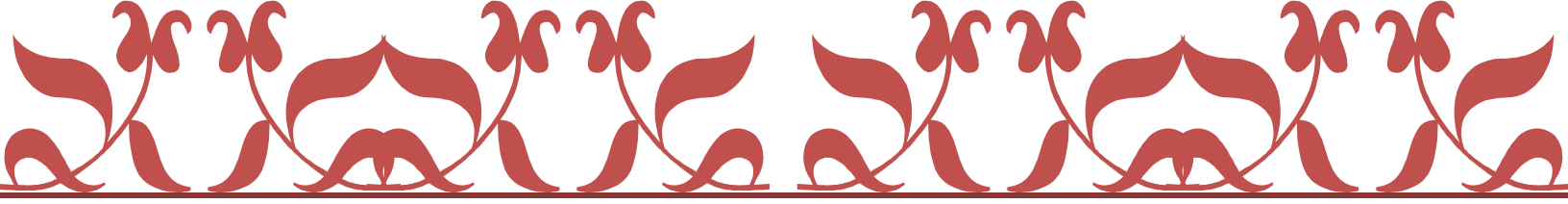
Favors: _____

Welcome Gifts for Overnight Guests? Yes No If so, date /time of delivery: _____

Shuttle Service Needs: Yes No If so, please describe: _____

Gift Opening Next Morning: Yes No If so, please indicate time frame: _____





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Timeline of Events

Vendor Set-up and/ or Delivery Time(s): _____

Wedding Party Photos (Time & Location): _____

Ceremony (Time & Location): _____

Cake Cut Time: _____

Time Guests Seated for Dinner: _____

Grand March Before Dinner?: _____

Prayer or Welcome Before Dinner?: _____

Champagne Toast Before or After Dinner?: _____

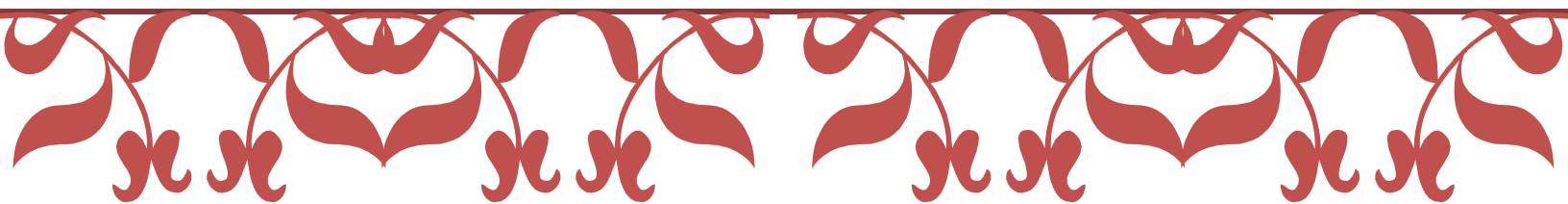
Wine Pour Before or During Dinner?: _____

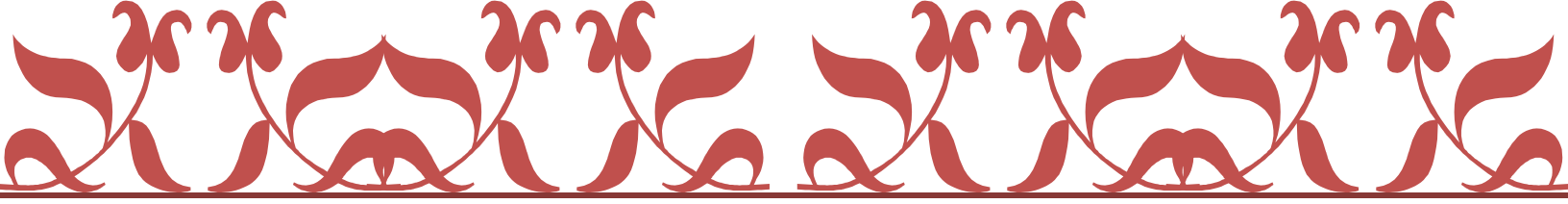
Time to Serve Dinner: _____

Time for Late Night Snack: _____

Time Dance Starts: _____

Time Event Concludes: _____





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Vendors

Musician (DJ, Band, etc.)

Name: _____

Phone Number: _____

Set-up Time: _____

Start Time: _____

End Time: _____

Florist

Name: _____

Phone Number: _____

Set-up Time: _____

Special Instructions: _____

Photographer

Name: _____

Phone Number: _____

Special Instructions: _____

Wedding Cake Supplier

Name: _____

Phone Number: _____

Special Instructions: _____

Other Vendors:

