

Time to start planning!

Remember, you are not locked into these details; we can change it at any time. We look forward to working together!

## CEREMONY

### Ceremony held onsite (\$350)

Yes No

If Yes, please answer the following questions:

### Ceremony Start Time:

### Ceremony on Stage

Yes No

### Chairs on dance floor

Yes No

How Many: \_\_\_\_\_

Chair Covers: Yes No

Chair Sashes: Yes No

### Red Carpet

Yes No

### White Aisle Runner (\$50)

Yes No

### Live Feed of Ceremony on Screen

Yes No

### Small Table (unity candle, sand, wine box)

Yes No

### Podium for Officiant or Reader

Yes No

### Columns with Twinkle Light Draping (\$100)

Yes No

### Columns without Twinkle Light Draping (\$50)

Yes No

### Rhinestone Stands (\$75)

Yes No

Quantity \_\_\_\_\_

### White Chiffon Background Draping with Bead Strands and Rhinestone Pillars- (\$250)

Yes No

### Large or Small Shimmer Tree (\$60/\$40)

Yes No

Quantity \_\_\_\_\_

### Wedding Arch in Hall (No Charge)

Yes No

Location \_\_\_\_\_

### Rehearsal

Yes\* No

\*Check with coordinator for available rehearsal times

### Bar Open Prior to Ceremony

Yes – With Alcohol

Yes – Without Alcohol

No Drinks Served Prior to Ceremony

### Other Requirements During Ceremony

(for example, slideshow, live music, microphones, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## RECEPTION SETUP

Estimated Number of Guests: \_\_\_\_\_

### Table Choices (please circle)

Round Rectangular Combination

### Head Table:

How many people (including you): \_\_\_\_\_

Color of tablecloth skirting & napkin: \_\_\_\_\_

\_\_\_\_\_

### Twinkle Light Package (\$100)

Yes No

Black White Ivory

### Head Table on Stage

Yes No

If No, other location \_\_\_\_\_

## **Other Tables:**

### **Cake Table**

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Cake Table Twinkle Lights? (\$50)**

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Gift Table**

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Sign-in Table for Guestbook**

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Name Card Table**

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Cocktail Tables**

Yes \_\_\_\_\_ No \_\_\_\_\_  
How many? \_\_\_\_\_

### **Cocktail Stools**

Yes \_\_\_\_\_ No \_\_\_\_\_  
How many? \_\_\_\_\_

## **ROOM DECORATIONS**

### **In-House Florist**

Yes \_\_\_\_\_ No \_\_\_\_\_

*\*Please contact Heather at  
florist@profileeventcenter.com*

### **Centerpieces**

Yes \_\_\_\_\_ No \_\_\_\_\_

*\*Please see centerpiece pricing on website*

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### **Hallway candlelight package (\$125)**

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Sprinkled Rose Petals in Hallway (\$95)**

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Sprinkled Beads in Hallway (\$50)\***

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Sprinkled Rose Petals on Tables (\$10/Table)**

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Sprinkle Beads on Tables (\$50)\***

Yes \_\_\_\_\_ No \_\_\_\_\_

*\*Bead Color Options: Clear, Black, Red, Pink, Amber, Blue, Crystal Diamond, River Stone, Purple, Orange*

### **Votive Candles (\$2 per)**

Yes \_\_\_\_\_ No \_\_\_\_\_

*Color (white, ivory, red) \_\_\_\_\_*

### **Casablanca Hall Drapery Package (\$395)**

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Casablanca Hall Café Lights (\$395)**

Yes \_\_\_\_\_ No \_\_\_\_\_

## **LINENS**

### **Tablecloth Choices (complimentary)**

White \_\_\_\_\_ Black \_\_\_\_\_ Ivory \_\_\_\_\_

### **Floor Length Tablecloths (\$10 per table)**

White \_\_\_\_\_ Black \_\_\_\_\_ Ivory \_\_\_\_\_

### **Colored Tablecloth (\$100 Entire Room)**

*Color Options: Sandalwood, Burgundy, Forest Green, Red, Brown*

### **Tablecloth Overlay (\$100 Entire Room)**

*Color Options: Sandalwood, Burgundy, Forest Green, Red, Brown, Royal Blue, Red/Blue/Green Checkered*

### **Specialty Floor Length Tablecloth (\$16 per table)**

*Champagne or Burgundy Rushed Satin, Champagne Round Fringe, White Fringe*

### **Specialty Tablecloth Overlay (\$10 per table)**

*Black and White Damask, Hot Pink Polka Dot, Burgundy Polka Dot, Transparent Swirl Overlay (Navy Blue, Light Blue, Green, Purple, Ivory, Gold & Silver options)*

### **Napkin Choices (complimentary)**

White, Black, Ivory, Sandalwood, Gold, Grey, Burgundy, Dusty Rose, Forest Green, Lemon Yellow, Light Blue, Navy Blue, Royal Blue, Light Pink, Lilac, Dark Purple, Red, Sea Foam Green, Brown, Burnt Orange

### **Chair Covers (\$2)**

White                  Black                  Ivory

### **Sashes (\$1.50)**

White, Black, Silver, Gold, Burgundy, Red, Hot Pink, Light Pink, Yellow, Lime Green, Dark Teal, Royal Blue, Midnight Blue, Navy Blue, Lilac, Plum, Violet

## TABLE SET UP

### **Style**

\_\_\_\_\_ Plated\*  
\_\_\_\_\_ Buffet  
\_\_\_\_\_ Family Style  
\_\_\_\_\_ Appetizers  
\_\_\_\_\_ Other

### **Plated Meal Plate Chargers Per Seat\***

White (complimentary)          Silver (\$1.50)  
Raspberry (\$1.50)                  Gold (\$1.50)

### **Table Numbers/Stands (Ours)**

\_\_\_\_\_ Table number and stands  
\_\_\_\_\_ Stands only  
\_\_\_\_\_ NO table numbers or stands

### **Wine Glasses (at table for wine pour)**

Yes                                  No

### **Champagne Flutes (for champagne toast)**

Yes                                  No

### **Napkin Fold (\$150)**

\_\_\_\_\_ Triangle (complimentary)  
\_\_\_\_\_ Pocket (complimentary)  
\_\_\_\_\_ Fan (complimentary)  
\_\_\_\_\_ Fleur di Lis (complimentary)  
\_\_\_\_\_ Diamond  
\_\_\_\_\_ Rose  
\_\_\_\_\_ Birds of Paradise

## BAR

### **Champagne or Wine Pour (\$3.75 per Adult)**

Yes                                  No

### **Drink Tickets**

House, Premium or Top Shelf

Yes                                  No

Quantity \_\_\_\_\_

### **Hosted Bar**

House, Premium or Top Shelf

Wine \_\_\_\_\_ Beer \_\_\_\_\_ Liquor \_\_\_\_\_

How many hours \_\_\_\_\_ Times \_\_\_\_\_

### **Hosted Keg (\$250 Domestic, \$295**

### **Craft/Foreign)**

Type of Beer \_\_\_\_\_

Quantity \_\_\_\_\_

### **Secondary Bar (Casablanca Hall only)**

Would you like the Lounge Bar open

Yes                                  No

### **Unlimited Soda & Juices (\$2 per Person)**

Yes                                  No

## FOOD

### **Appetizers:**

**Selections and quantity:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Entrees:**

**Salad:** \_\_\_\_\_

**Entrees & Sides:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Cake/Dessert:

### Cake Selection

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*\*Please bring a photo of your desired design to your detail meeting (from our online gallery, Pinterest, Google, etc). Your Event Coordinator will discuss details with you!*

### Cupcake Selection & Amounts

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**S'mores Bar (3 Hours)**      Yes      No

**Candy Bar (3 Hours)**      Yes      No

**Fondue Fountain (5 Hours)**      Yes      No

**Ice Cream Bar (2 Hours)**      Yes      No

**Snack Bar (3 Hours)**      Yes      No

**Popcorn Machine (3 Hours)**      Yes      No

### Plated or Mini Dessert Selection

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## Late Night Snacks:

### Selections

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## SOUND/AUDIOVISUAL

### In-House DJ \*

*(\$475 for six hours plus \$50 per hour thereafter)*

Yes No

Requested Hours \_\_\_\_\_

*\*Let us know if you would like to book our DJ. We will assign your specific DJ around 1-2 months prior to your reception and they will contact you to go over details around 2 weeks before your date.*

*\*You may start filling out your DJ form online by going to our "Information" section, clicking on "In-house DJ", "Planning Form" and "Wedding."*

### In-House Photo Booth (4 Hours)

Yes No

#### **Options:**

Unlimited Double Photo Strips	\$595
Props	+ \$100
Photo Guest Book	+ \$150
Props/Guest Book/Custom Logo	+ \$200

### Slideshow

Yes\* No

\_\_\_\_\_ Play Once  
 \_\_\_\_\_ Continuous Loop  
 \_\_\_\_\_ Other

*\*Acceptable slideshow formats are: DVD, USB drive with file of photos, PowerPoint, and Windows Media Player. MAC formats are not compatible with our system.*

### Names Projected on Wall and Dance Floor

Yes No

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### **Grand Entrance**

Yes \_\_\_\_\_ No \_\_\_\_\_

### **With flashing blinking lights**

Yes \_\_\_\_\_ No \_\_\_\_\_

If no grand entrance, how will bridal party or couple enter?

\_\_\_\_\_  
\_\_\_\_\_

### **Live Music/Band**

Yes \_\_\_\_\_ No \_\_\_\_\_

*Please provide type of music, set times, and any requirements*

\_\_\_\_\_  
\_\_\_\_\_

*Please have your band contact our onsite technician Ron at profilecenter@email.com to go over setup requirements*

## LIGHTING

*Lighting is customizable and something to keep in mind when choosing your color scheme and décor! There are many options and your Event Coordinator will go over them with you at your detail meeting.*

### **Room Color**

\_\_\_\_\_

### **Hallway Color**

\_\_\_\_\_

### **Bar Color**

\_\_\_\_\_

*The room lighting can also change during transitions, such as Ceremony to Reception to Dancing!*

## TIMELINE

### **Setup (if applicable)**

- Time: \_\_\_\_\_
- Who: \_\_\_\_\_

### **Couple Getting ready On-site**

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, expected arrival time \_\_\_\_\_

### **Ceremony**

- Time: \_\_\_\_\_
- Location: \_\_\_\_\_

**Earliest Guest Arrival Time** \_\_\_\_\_

**Hosted Bar Times** \_\_\_\_\_

**Appetizer Time** \_\_\_\_\_

**Grand Entrance Time** \_\_\_\_\_

### **Welcome/Prayer**

\_\_\_\_ Welcome (who \_\_\_\_\_)

\_\_\_\_ Prayer (who \_\_\_\_\_)

\_\_\_\_ None

**Dinner Time\*** \_\_\_\_\_

*\*1/2 hour flexibility required while planning*

**Visiting Guest Tables** \_\_\_\_\_

*\*Best done either during cocktail hour or during dinner prior to slideshow/speeches*

**Slideshow Time** \_\_\_\_\_

**Toast/Speeches Time\*** \_\_\_\_\_

*\*Best done near conclusion of dinner, after or before slideshow*

**First Dance Time** \_\_\_\_\_

\_\_\_\_ Mother/Son

\_\_\_\_ Father/Daughter

\_\_\_\_ Other Special Dances

**Late Night Snacks Time** \_\_\_\_\_

\_\_\_\_\_

## CONTACT INFORMATION

### General Contact Information

Telephone:

Bride/Groom \_\_\_\_\_

Bride/Groom \_\_\_\_\_

Email:

Bride/Groom \_\_\_\_\_

Bride/Groom \_\_\_\_\_

Address:

\_\_\_\_\_

### Day of Contact Person

Name & Relation to you:

Telephone:

E-Mail:

### Outside Vendor Contact Information

Photographer/Videographer:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Photo Booth:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Florist:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Transportation/ Limo:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Outside DJ:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Officiant (if onsite ceremony):

Name \_\_\_\_\_

Phone \_\_\_\_\_

Other:

Name \_\_\_\_\_

Phone \_\_\_\_\_

### Profile Event Center Contact Information

#### Patrick Kellis

Owner

patrick@profileeventcenter.com

612.331.5000 (x10)

#### Ashley Fogarty

Event Coordinator

ashley@profileeventcenter.com

612.331.5000 (x15)

#### Emma Tofte

Event Coordinator

emma@profileeventcenter.com

612.331.5000 (x17)

#### Sara Lybarger

Event Coordinator

sara@profileeventcenter.com

612.331.5000 (x12)

#### Giovanni Elli\*

General Manager

612.802.6652

giovanni@profileeventcenter.com

*\*Late night contact during reception*

#### Heather Feather

In-House Florist

612.267.9869

florist@profileeventcenter.com