Important information for your Final Meeting

Please bring the following with you:

- ☐ Your final number of guests attending your reception (including you)
- ☐ Meal count (we highly suggest adding a few meals to each choice - It is always best to have extra since guests will often change things last minute)
- ☐ List of appetizers and how many (we can help determine amount)
- ☐ Late night snacks and how many (we can help determine amount)
- ☐ Room layout (you may print a layout from online and have it numbered and ready to go or we can create one at the meeting - We may have a few tips or changes depending on your diagram)
- ☐ Meals/seats per table (for plated, see below example - please include any vendor meals on this list as well)

  <u>Table 1 (8 people)</u>
  3 Chicken
  4 Steak
  1 Children's Meal

  <u>Vendor Meals</u>
  DJ (1 Steak) – you do not need to provide a meal for PEC DJs
  Photographers (2 Chicken)

- ☐ Number of seats per table (needed for our setup crew)
  - o Plated (include with meals per table list - see example above)
  - o Buffet with assigned seats (provide list with number of guests at each table)
  - o Buffet without assigned seats (normally 8 people per round table, 10 per rectangular)
- ☐ Name card key (you may use large letters on the **front** of the name card or something else to differentiate the meal choices, excluding colors - please see examples below)

- ☐ Your cake topper or any other decorations you would like used on your wedding cake
- ☐ Slideshow on a USB drive, CD or DVD (acceptable formats include PowerPoint, Windows Media Player, DVD, etc) We recommend bringing more than one format
- ☐ Final payment (check, cash, Visa, MasterCard, or Discover)

What we will do:
- ☐ Go over every detail of your file and update as needed
- ☐ Room layout (if you do not already have one chosen from our website, we will help you to create one – We may also have tips to make the one you choose work best for your event)
- ☐ Final invoice
- ☐ Final payment (**final payment is due at the final meeting** - we accept check, cash, Visa, AMEX, MasterCard, or Discover)

Other important information
- ☐ **In-House DJ**
  - o http://www.profileeventcenter.djintelligence.com/planning/planning.asp?ID=Wedding This is a wedding form that you can list first dance, your wedding party, if you want a dollar dance, etc.
  - o http://www.profileeventcenter.djintelligence.com/music/ This form will give you a chance to request songs for the night. It also has a feature to list songs that you don't want to hear (this can be really important).
  - o To save the planning form and request list, hit the "save my list" tab, enter your email address (this one) and the date of your wedding. You can go back as many times as you want to make any changes
- ☐ Please add all vendors you would like to serve into your meal count and include them on your meal list so our servers know who gets which meal - most hosts feed the photographers (often seating them at a table), and the outside DJ (normally eats in the booth) - if you have other vendors you would like to feed please note them on the list as well
- ☐ Let us know if you would like to use our table numbers and stands - you may also use the stands with your own numbers