

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)

Table 1 (8 people)

4 Chicken

4 Steak

Vendor Meals

DJ (1 Steak)

Bartenders (2 Chicken)

- Number of seats per table (needed for our setup crew)
 - Plated (include with meals per table list - see example above)
 - Buffet with assigned seats (provide list with number of guests at each table)
 - 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 - 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)
- 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, MasterCard, or Discover)

Other important information

- The in-house DJ is not service charged or sales taxed – you tip the DJ directly (at your discretion)
- 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), the DJ (normally eats in the booth), and the bartenders (they take turns and eat in the back) - 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