

Planning the Details



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 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: _____*

*(Diamond Hall has a max of 50)

*(Casablanca Hall has a max of 150)

Chair Covers (\$2.00 each)

Yes No

Black White Ivory

Chair Sashes (\$1.50 each)

Yes No

Color Options: White, Black, Silver, Gold, Crimson Red, Hot Pink, Coral, Plum, Purple, Lilac, Royal Blue, Midnight Blue, Dark Teal, Lime Green, Red, Yellow

Silver Chiavari Chairs (\$3.95 each)

Yes No

Red Carpet (Complimentary)

Yes No

White Aisle Runner (\$50)

Yes No

Live Feed of Ceremony on Screen

Yes No

Small Table (candle, sand, wine box, etc)

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

White Chiffon Ceremony Draping (\$250)

Yes No

Beads in the middle OR Lights on the sides

Color Options: Gold, Silver, Black, Pink, Royal Blue, Navy Blue, Red, Burgundy

Large Shimmer Tree (\$60)

Yes No

Quantity _____

Wedding Arch (Complimentary)

Yes No

Location _____

Rehearsal

Yes* No

*Check with coordinator for available rehearsal times

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Other Requirements During Ceremony

(Ex: slideshow, live music, microphones, placement of late ceremony guests, receiving line, bar open before the ceremony, etc.) _____

Cocktail Tables

Yes _____ No _____
How many? _____

Cocktail Stools

Yes _____ No _____
How many? _____

RECEPTION SETUP

Estimated Number of Guests: _____

Table Choices

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 _____

Cake Table

Yes _____ No _____

Cake Table Twinkle Lights (\$50)

Yes _____ No _____

Gift Table

Yes _____ No _____

Guestbook

Yes _____ No _____

Are you providing Name Cards?

Yes _____ No _____

ROOM DECORATIONS

In-House Florist*

Yes _____ No _____
*Please contact Shelby at
florist@profileeventcenter.com or
763.567.1942

Centerpieces*

Yes _____ No _____
*Please see centerpiece pricing on website

Hallway Candlelight Package (\$125)*

Yes _____ No _____
Bead Color: _____

Sprinkled Beads in Hallway (\$50)*

Yes _____ No _____
Bead Color: _____

Sprinkle Beads on Tables (\$50)*

Yes _____ No _____
Bead Color: _____

*Bead Color Options: Clear, Black, Red, Transparent Pink, Transparent Amber, Blue, Crystal Diamond, River Stones

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Sprinkled Rose Petals in Hallway (\$95)

Yes No

Petal Color: _____

Sprinkled Rose Petals on Tables (\$10 per Table)

Yes No

Petal Color: _____

Casablanca Hall Drapery or Café Lights Package (\$375)

Yes No

LINENS

Tablecloth Choices (Complimentary)

White Black Ivory

Floor Length Tablecloths (\$10 per table)

White Black Ivory

Tablecloth Overlay (\$100 Entire Room)

Pending Availability

Desired Color: _____

Specialty Floor Length Tablecloth (\$16 per table)

Color Options: Ivory, Champagne or Burgundy Rushed Satin, Champagne Round Fringe, White Fringe

Specialty Tablecloth Overlay (\$10 per table)

Color Options: Black and White Damask, Hot Pink Polka Dot, Burgundy Polka Dot, Navy Blue, Light Blue, Lime Green, Purple, Ivory Swirl, Transparent Gold, Silver Swirl

Napkin Choices (Complimentary)

Color Options: White, Black, Ivory, Sandalwood, Gold, Grey, Burgundy, Forest Green, Lemon Yellow, Light Blue, Navy Blue, Royal Blue, Peach, Light Pink, Lilac, Dark

Purple, Red, Sea Foam Green, Brown, Burnt Orange

Chair Covers (\$2 each)

Yes No

White Black Ivory

Sashes (\$1.50 each)

Yes No

Color Options: White, Ivory, Black, Silver, Gold, Burgundy, Hot Pink, Violet, Plum, Royal Blue, Midnight Blue, Dark Teal, Red, Yellow, Lime Green, Lilac, Coral

Silver Chiavari Chairs (\$3.95 each)

Yes No

TABLE SET UP

Style

_____ Plated*
_____ Buffet (*Recommended 175 guests and below*)
_____ Family Style (*Upcharge of \$2.00 per person*)
_____ Nothing

Plated Meal Plate Chargers (Per Seat)*

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

Table Numbers/Stands from Profile (Complimentary)

_____ Table number and stands
_____ Stands only
_____ NO table numbers or stands

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Wine Glasses (at table for wine pour)

Yes _____ No _____

Champagne Flutes (for champagne toast)

Yes _____ No _____

Napkin Fold (Complimentary)

- _____ Triangle
- _____ Pocket
- _____ Fan
- _____ Fleur de Lis
- _____ Rose (\$150)
- _____ Birds of Paradise (\$150)

BAR

Champagne/ Wine Pour (\$3.75 per Adult)

Yes _____ No _____

Drink Tickets

Yes _____ No _____

- House Beer (\$3.65)
- House Wine and Beer (\$3.95)
- Premium Wine and Beer (\$4.45)
- House Wine, Beer, and Liquor (\$4.65)
- Premium Wine, Beer, and Liquor (\$4.95)
- Premium Wine, Beer, & Top Shelf Liquor (\$5.25)

Quantity: _____

Hosted Bar

House, Premium, or Top Shelf

Wine _____ Beer _____ Liquor _____

How many hours _____ Times _____

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 & Amount:

**Please bring a photo of your desired design to your detail meeting. Your Event Coordinator will discuss details with you!*

Cupcake Selection & Amounts:

S'mores Bar (3 Hours) Yes No

Candy Bar (3 Hours) Yes No

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Fondue Fountain (3 Hours) Yes No

Ice Cream Bar (2 Hours) Yes No

Popcorn Machine Yes No

Plated Dessert or Mini Dessert Selection:

Late Night Snacks

Selections: _____

SOUND/AUDIOVISUAL

In-House DJ (\$475 for 6 hours, \$50 each additional hour)*

Yes No

Requested Hours: _____

** 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 (\$595)

Yes No

Props & Guest Book (\$200)

Yes No

Slideshow *

Yes No

_____ Play Once

_____ Continuous Loop

**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

Below is a free website you can use to design a monogram! You can then download the JPEG and email to your coordinator.

<https://www.designmantic.com/monogram-design/gallery>

Grand Entrance

Yes No

With flashing blinking lights

Yes No

Live Music/Band

Yes No

Please provide band name, 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

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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

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: _____

Bride and Groom Getting ready On-site

Yes

No

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*

Slideshow Time: _____

Toast/Speeches Time*: _____

**The best time is near the conclusion of dinner, after or before a slideshow*

First Dance Time: _____

_____ Father/Daughter Dance

_____ Mother/Son Dance

_____ Other

Late Night Snacks Time: _____

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CONTACT INFORMATION

General Contact Information

Telephone:
Bride _____
Groom _____
Email:
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 on-site ceremony*):
Name _____
Phone _____

Profile Event Center Contact Information 612.331.5000

Sara Lybarger (Event Coordinator)
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