

Wedding Planning Guide

Bride/Groom Name: _____ Bride/Groom Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____

Email(s): _____

Date of Wedding: _____

Wedding Location: Blast Furnace Room Blue Cinema
 Musikfest Café Creativity Commons
 Sands Deck Connect Zone
 Red Cinema Other

Wedding Time: _____ Guest Count: _____

AQ Membership: Yes No Level: _____

Event Timeline

_____ Ceremony Location	_____ Wedding Party Pictures
_____ Bridal Party Arrival	_____ Groom Arrival
_____ Wedding Party Arrival	_____ Cocktail Hour
_____ Reception Time	_____ Introductions
_____ First Dance	_____ Blessing
_____ Dinner Service	_____ Toast
_____ Parent Dances	_____ Salads
_____ Cake Cutting	

Food & Beverage

Service Style: Sit Down Buffet Cocktail Stations

Hors D'oeuvres: _____

Salad: _____

Appetizers: _____

Entrée Selection(s): _____

Kids Meals: _____

Vendor Meals: _____

Dietary Restrictions: _____

Late Night Snack: _____ Time: _____

Dessert: _____

Add't Menu Details: _____

Bartenders: _____ Culinary Attendants: _____

Bar Service

Packages: Open Soda & Water Open Beer, Wine, Soda & Water
 Premium Open Bar Deluxe Open Bar
 Consumption Bar Cordial Bar

Bar Open: _____ Bar Close: _____

Satellite Bars: _____ Champagne Toast: _____

Wine Service: _____ Punch Service: _____

Add't Drinks: _____ Specialty Drinks: _____

Under 21 y/o: Yes No How many? _____

Room Set-Up

Tables: Round Tables 6' Skinny Tables
 6' Tables Serpentine Tables
 8' Tables Cocktail Tables

Linens: AQ Black Spandex AQ Champagne AQ Black Other

Chairs AQ Black Banquet AQ White Chair Cover Other

Napkins: _____ Total Tables: _____

Head Table:	Yes	No	Sweetheart Table:	Yes	No
Gift Table:	Yes	No	Place Card Table:	Yes	No
Dance Floor:	_____				
Stage Set-Up:	_____				
Centerpieces:	AQ Centerpieces	Client Providing			
Coat Check:	Yes	No	Green Room:	Yes	No

Outside Services

Rental Chairs:	_____	Contact:	_____	Arrival:	_____
Rental Tables:	_____	Contact:	_____	Arrival:	_____
Rental Linens:	_____	Contact:	_____	Arrival:	_____
Bakery:	_____	Contact:	_____	Arrival:	_____
Photographer:	_____	Contact:	_____	Arrival:	_____
Videographer:	_____	Contact:	_____	Arrival:	_____
Photobooth:	_____	Contact:	_____	Arrival:	_____
Band:	_____	Contact:	_____	Arrival:	_____
DJ:	_____	Contact:	_____	Arrival:	_____
Florist:	_____	Contact:	_____	Arrival:	_____
Designer:	_____	Contact:	_____	Arrival:	_____
Event Planner:	_____	Contact:	_____	Arrival:	_____
Officiant:	_____	Contact:	_____	Arrival:	_____
Other:	_____				

Miscellaneous

Table Numbers:	AQ	Other	
Favors:	Yes	No	Location: _____
Guestbook:	Yes	No	Location: _____
Placecards:	Yes	No	Location: _____
Programs:	Yes	No	Location: _____
Memory Table:	Yes	No	Location: _____
Vanity Baskets:	Yes	No	Location: _____
Flip Flops:	Yes	No	Location: _____

Cost Breakdown

Facility Fees: _____

Ceremony Fees: _____

Food Service: _____

Beverage Service: _____

Tax: _____

Gratuity: _____

Misc Food Service: _____

Audio/Visual: _____

Event Staff: _____

Valet Service: _____

Membership: _____

Sub-Total: _____

Deposit: _____

Paid: Yes No

Total: _____