

DETAILED CHECKLIST

- Bride & Groom Contact Information
- ArtsQuest Membership – Are you an ArtsQuest Member?
- Contract signed & returned with deposit
- Food & Beverage
 - Schedule a tasting – (about 6 months prior to wedding date)
 - Menu Options
 - Station Hors D'oeuvres
 - Butlered Hors D'oeuvres
 - Reception Stations
 - Dinner Buffets
 - Seated Dinner – First Course, Dinner Entrees
 - Desserts
 - Late Night Snack
 - Dietary Restricted Patrons/ Special Menu Requests
 - Vegetarian, Vegan, Gluten Free, Allergies, Etc.
 - Bar Service
 - Open Soda & Water
 - Open Beer, Wine, Soda & Water
 - Premium Open Bar
 - Deluxe Open Bar
 - Cash Bar
 - Consumption Bar
 - Satellite Bars
 - Champagne Toast
 - Food Service Attendants/Bartenders
 - Final Head Count
 - Adults, Kids (ages 6-13), Kids (ages 5 & under)
- Linens
 - ArtsQuest Linen (black spandex or champagne)
 - Rental
 - Napkins
- Audio/Visual Needs
 - Stage set up/ tear down
 - Sound/Lighting
 - Techs
 - TVs – flashdrives
- Photographer/ Videographer
 - Contact Information
 - Arrival time
 - Photobooth
 - Photographer/Videographer Meals
- Band/ DJ
 - Contact Information
 - Arrival Time
 - AV needs
 - Band/DJ Meals
- Bakery (Licensed)
 - Contact Information
 - Date/Time of Drop Off

DETAILED CHECKLIST

- Florist
 - Contact Information
 - Date/Time of Drop Off & Set Up
- Room Set Up
 - Layout
 - Tables
 - 48"/60"/72" Rounds, Cocktails, High tops, 6ft, 6ft skinny, 8ft, Serpentine
 - Table & Chair count
 - Table Numbers
 - Gift table
 - Place cards/ table
 - Cake Table
 - Stations
 - Dance floor
 - Green Room
- Event Timeline
 - Ceremony (If outdoor, Inclement weather plan)
 - Arrival of Guests/ Bride & Groom
 - Cocktail Hour
 - Introductions
 - First Dance
 - Father/Daughter, Mother/Son Dance
 - Toasts/ Blessings
 - Dinner Service
 - Bar Open/Closed
 - Event Ends
- Rentals
 - Chairs
 - Linens
 - Napkins
 - Chair Covers
 - China
 - Flatware
 - Glasses
- Miscellaneous Information
 - Valet Parking
 - Shuttles
 - Event Staff
 - Ice Sculptures
 - Snow Machines
 - Outdoor Heaters
 - GOBOs
 - Balloons
 - Candles/ Votives
 - Favors
 - Vanity Baskets
 - Card Box
 - Guest Book
 - Bridge Lit
 - Coat check
 - Cigar Bar/Butlered Cigars
 - Candy/ Cookies Bar
 - Soft Furniture
 - Fabric Steamer
 - Yuengling Signs in the Musikfest Café