D I T A I L E D  C H E C K L I S T

- 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