

UMD Catering Services Wedding Planner

Date: _____

Ceremony Location: _____

Bride & Groom: _____

Phone Numbers: _____

Emails: _____

Billing Address: _____

Go to Person for Bride & Groom: _____

Timeline:

_____ Ceremony Start & End Time
_____ Guest Arrival Time at Reception
_____ Social Start & End Time
_____ Music Start & End Time
_____ Bar Start & End Time*1/2 hour before event end time
_____ Dinner Service Time
_____ Dance Start & End Time

Number of Guests (2 weeks guaranteed count needed): _____

Number at Guest Tables: _____

Number of Guest Tables: _____

Number of Reserved Guest Tables: _____

Number of Guests at Head Table: _____

Place Cards/Menu Cards: _____

Wedding Colors: _____

Table Linen & Cloth Napkin Color _____

Centerpieces: _____

_____ Token Gift at Guest Tables: _____

Guest Book Table Size & Location: _____

Gift Table Location & Bringing in Card Box: _____

Cake Table Location: _____

Cake (Sheet Cakes and/or Tiered Cake or Cupcakes): _____

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Cut & Serve or Self-Serve: _____

Bakery, Contact Person, Phone Number, and Time of Delivery: _____

D.J. Name, Phone # and Time of SetUp: _____

Items Bride & Groom will be bringing in prior to Wedding: _____

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Bar Needs:

Full bar or beer & wine only & Host and/or cash bar: _____

–

Wine or Champagne Glasses needed at Guest Tables: _____

Any Special Requests: _____

Social Hour:

Appetizers: _____

Punch: _____

Menu:

Buffet or

Served: _____

Menu: _____

Late Night

Snacks: _____

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Notes: _____

UMD Catering Services/125 Kirby Student Center/218-726-7177
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