

The Regency

CONFERENCE CENTER

“Elegance... Redefined...”

Your Wedding Details

Please fill out the following questions in regards to your upcoming wedding reception here with us at The Regency.

Any details that are pending, please write “TBD” in the space provided.

Any details that do not apply to you, please write “N/A” in the space provided.

(Who knew there was going to be so many small details...)

TIME LINE of EVENTS

| | |
|---|--|
| Time of Ceremony if at the venue | |
| Cocktail start time | |
| Wedding Party arrival time | |
| Open Ballroom Doors | |
| Closing of Bar? | |
| Grand Entrance | |
| Cake Cutting—Before or After Dinner | |
| Welcome by Family Member (Name and Table Number) | |
| Toasts | |
| Blessing (Name and Table Number) | |
| Slide Presentation Yes or No | |
| Dinner | |
| Opening of Bar | |
| DJ/Band | |
| Cash Bar Option | |
| Close of Event | |

MENU CONSIDERATIONS

When giving your final guest count to your Sales Coordinator, please keep the following in mind:

Adult Meal:

Number: _____

Young Adult:

Number: _____

Children's Meal:

Number: _____

Vegetarian Meal:

Number: _____

Vendor Meals:

Number: _____

Other special requests:

BAR CONSIDERATIONS

Do you want to close the bar during dinner (Yes or No)? _____
When the hosted bar ends, will the drink be billed upon consumption or go to a cash bar? _____
Open: From - _____ To - _____
Close: From - _____ To - _____
Re-Open: From - _____ To - _____
Will there be dinner wine service: _____
Any special requests for the Bar: _____

WEDDING CAKE DETAILS

Would you like to keep the top tier? _____
Bakery that cake pieces will be returned to: _____
Cake knife and server:
Do you have your own? _____
If not, would you like us to provide ours? _____

TOASTING DETAILS

Will all of the guests be receiving champagne? _____
Will just the head be receiving champagne? _____
Toasting Glasses
Do you have your own? _____
If not, would you like us to provide ours? _____

OTHER ARRANGEMENTS

Assigned Seating (Yes or No)? _____
If Yes, Using Our Table Numbers and Stands? _____
Place card table (Yes or No)? _____
Reserved Tables (Yes or No)? _____
Table for Guest Book (Yes or No)? _____ Location: _____
Easel for Sign Picture Frame (Yes or No)? If so, How Many? _____
Head table - setup and for how many? _____
Pipe and Draping: (Yes or No)? Black or IVORY? _____
Uplighting? Color? _____
DJ Table Needed? _____
Cake Table Needed? _____
Centerpieces: Mirror _____ / Votives _____
Votives on the Cake Table (Yes or No)? _____
Floral Centerpieces (Yes or No)? _____
Chair Covers (Yes or No)? _____ Color? _____
Sashes (Yes or No)? _____ Color? _____
Wedding Favors (Yes or No)? _____
What are they and where do you want them placed? _____

DJ: _____ Photographer: _____
Florist: _____ Bakery: _____
Photographer: _____ Videographer: _____
Chair Covers: _____ Sashes: _____