

First Meeting Planning Worksheet

Use this printable worksheet to prepare and utilize during meetings with your planning team.

General Details

Ceremony	Cocktail Hour	Reception

Partner 1's Wedding Party	Partner 2's Wedding Party

Day of Details Contact:

Decor Drop Off / Pick Up Contact:

Alcohol Drop Off / Pick Up Contact:

Note: Alcohol contacts are needed for Twin Oaks, Green Gables, Tivoli, Botanica and Terra events only.

Colors / Theme / Overall Vibe:

Most Important Thing to Us:

Food & Beverage

Dietary Restrictions:

Dinner Service Style (select one):

☐ Family Style	☐ Buffet	☐ Plated Duet (+\$3 per guest)	☐ Plated Choice (+\$10 per guest)
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Family Style: This is a dining experience in which dishes are served on large platters or bowls and passed around the table, allowing guests to serve themselves whatever they would like to try from the selected entrees and accompaniments. This type of service encourages a communal and interactive dining atmosphere. Note: Family Style is not recommended with large floral arrangements or table décor.

Buffet: This traditional style of service offers a relaxed and versatile dining experience. Your DJ dismisses one table at a time to walk to the buffet line, where they are served the selected entrees and accompaniments by trained staff.

Plated Duet (+\$3 per guest): This is an elegant and sophisticated dining option at which two distinct main courses are artfully combined on a single plate, providing your guests with a delightful variety of flavors and textures. Each guest will receive a duet plate that showcases two entrees and two accompaniments. This plating option offers guests the best of both worlds in one meal, catering to diverse tastes and providing a memorable dining experience.

Plated Choice (+\$10 per guest): The most formal of the dinner service styles, Plated Choice is a seamless and attentive dining experience. You select a minimum of two entrée options for your guests, and each guest will select their entrée during your RSVP process. Each entrée selection is paired with two selected accompaniments and artfully presented on an individual plate. Note: this dinner service style requires that you provide individual name cards for each guest with a color or picture indicator of their meal selection.

Pre-Plate Salads (select one): Yes or No



Trademark Pro Tip!

Having salads already on the table for your guests to enjoy at the beginning of the reception can help with the overall flow of dinner and save time for more fun later in the evening.

Champagne / Sparkling Cider Toast (select one): Yes or No

Dessert:



Trademark Pro Tip!

Ask your planning team about our Delicious Desserts & Late-Night Bite options.

Vendors

Trademark Planning Team Recommendations:

I’ve contacted:

I’ve booked:

Vendor	Name	Phone	Email
DJ			
Photographer			
Florist			
Officiant			
Videographer			
Photobooth			
Desserts			
Hair			
Makeup			
Other			

Sample Timeline

10:00am	Professional Vendors may Arrive Onsite
11:00am	Event Planner Arrives Onsite
11:00am - 1:00pm	Alcohol Delivered (if applicable)
11:30am	Access to Style Salon
2:30pm	Access to Private Suites
4:00pm	Guest Arrival
4:30pm	Ceremony
5:00pm	Cocktail / Social Hour Begins. Bar Opens, if applicable. Bar timeline may be extended for earlier ceremony times (additional fee applies).
6:00pm	Guests Seated in Reception
6:15pm	Wedding Party Grand Entrance into Reception Couple First Dance Welcome Speech
6:20pm	Dinner Service
7:00pm	Toasts & Speeches
7:20pm	Family / Parent Dances
7:30pm	Open Dance
8:00pm	Cake Cut / Bouquet Toss / Garter Toss
9:30pm	Bar Closes
10:00pm	End of Event / Pack-Up / Farewells
11:00pm	Venue Closes

My Wedding Timeline!

[illegible]