

N·M·E·C
North Metro Event Center

Wedding Reception Planning Guide

Couple's Names: _____

Number of Invites Sent Out: _____ RSVPs Returned: _____

Ceremony

Location: _____ Time: _____

Receiving Line at Church or NMEC: _____

NMEC

Arrival Time of First Guests to NMEC: _____

(Lighting of any candles will be done by NMEC banquet staff before opening the doors to the banquet hall Free of Charge)

On-Site Contact for Reception: _____

Time of Social: _____

Bar

Atrium or Porta Bar: _____

Atrium Bar Gate or Window: _____

Cash Bar: _____ Host Bar: _____

Host Bar Times: _____ Hosting What: _____

Type of Kegs: _____ # of Kegs: _____ # of Reserve Kegs: _____

Host Wine: _____ Bar/Tables: _____ # of Bottles: _____

Bringing in Own Wine: _____ # of Bottles: _____

Champagne: _____ Kind: _____ # of Bottles: _____

Champagne for What Tables: _____ Champagne Flutes: _____

Butlered Wine/Champagne: _____ Fee: _____

Drink Tickets: _____ # of Tickets: _____

Unlimited Host Soda @ \$1.50++ per person: _____

Punch: _____ Red Fruit or Citrus: _____

How Many Gallons: _____ or keep full until specific time: _____

(There will be a fee applied to all wine/champagne that is requested to be individually served to each person)

Hors D'oeuvres

Menu: _____

Butlered: _____

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Dinner

Time: _____ (The Chef cannot guarantee the quality of food if served more than ½ hour late)

Prayer: _____ Who Will be Saying Prayer: _____

Plated: _____ Plated Choice Meal: _____ Buffet: _____

Menu: _____

Salads - Individually Served or Family Style: _____

If buffet, are we serving the Head Table Plated Dinners or are they Going Through the Buffet: _____

If Buffet Who Will Release Tables: _____

Kids Meals of Chicken Strips and French Fries @ \$8.00++ Each: _____

Kids Going through Buffet Line @ \$8.00++ Each: _____

Special Dietary Needs: _____

Place Cards for Choice Meal: _____

Coffee Pots on Tables at \$10.50++ Per Pot: _____

Cake/Dessert

Person Making Cake: _____ Phone Number: _____

Delivery Time: _____ Cake Cutters: _____

Special Instructions for Cake: _____

(All left over cake including the cake top and any display parts will be left on or under the cake table and should be removed by the wedding party the evening of the function. The North Metro Event Center is not responsible for any left over cake that is not taken the night of the reception, or any cake display parts that have been rented by the family.)

Evening Snack

Pizza @ \$10.00 Single Topping or \$11.00 Double Topping++ Each: _____

How Many: _____

Time: _____

Other Items: _____

How Many: _____

Dance

DJ or Band: _____ Phone Number: _____

Time Dance Begins: _____

Time Dance Concluded: _____

Linens

Tablecloths (White or Ivory): _____

Napkin Color (White, Ivory, Black, Red, Burgundy, Purple, Royal Blue, Teal, Forest Green, Sandalwood, Gold, Brown): _____

Glasses: _____ Folded: _____ Rolled: _____

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Room Layout

Reception located in Galleries: _____
Head Table on Risers: _____ How Many People: _____
Captains Style Table: _____ How Many People: _____
Rounds of 8: _____ Rounds of 9: _____ Rounds of 10: _____
Gift Table: _____ Where: _____
Guestbook Table: _____ Where: _____
Punch Station: _____ Where: _____
Coffee Station: _____ Where: _____
Dance Floor: _____ Where: _____ DJ Tables: _____
Cake Table: _____ Where: _____
Place Card Table: _____ Where: _____
Candy/Snack Bar: _____ Where: _____
Buffet Table: _____ Where: _____
Cocktail Tables: _____ Where: _____
Reserve Tables: _____ Need NMEC Reserve Signs: _____ How Many: _____
Additional Tables: _____ Where: _____
Slide show: _____ Where: _____
What Time Will Slide Show Begin: _____
Porta Bar: _____ Where: _____

Decorator

Name of Decorator: _____ Phone Number: _____
Table Runners: _____ Table Overlays: _____
Chargers: _____
Decorating Information: _____

Payment

Day Before: _____
Night Of: _____
Who Will Be Paying Bill: _____
Separate Bills: _____

Additional Information