

PAGE A – SEATING CHART- ESTATE

Name: _____

Day & Date: _____ Time: _____ Phone: _____ (Day of wedding)

ODD			EVEN		
TABLE#	NO.OF GUESTS	NO. OF FAVORS	TABLE#	NO. OF GUESTS	NO. OF FAVORS
1			2		
3			4		
5			6		
7			8		
9			10		
11			12		
13			14		
15			16		
17			18		
19			20		
21			22		
23			24		
25			26		
27			28		
29			30		
Total			Total		

ODD _____
 EVEN _____
 B & G/DAIS _____
 TOTAL _____ VENDORS _____

Please include all Children and the Bride & Groom

Please be accurate in your numbers. Your **Final Payment** is calculated based upon the numbers you have listed. Do **not** include children under 3 years old. Tables are designed to seat 10 to 12 guests. Once the guaranteed minimum is met, Vendors & Children (between ages 3-12, up to total of six) will be charged at __ price.

PAPERWORK & FINAL PAYMENT APPOINTMENT DATE: _____

On this date please return the following papers and make your Final Payment.

Page A – Seating Chart Page C – Guest List
 Page B – Table Arrangements Page D – Protocol Sheet

FAVOR APPOINTMENT DATE: _____

On this date please bring the following items labeled with your name & date of your wedding:

1. Favors		
2. Cake Topper		
3. Place Cards		
4. Cake Server		
5. Champagne Glasses		
6. Guest Book W/ Pen		
7. Matches, Stirrers		
8. Gift Card Holder		
9. Cameras		
10. Amenities Basket		
11. Centerpieces		
12. Other		

****Reminder: In appreciation of your Maitre d's services, a gratuity of \$3.00 per person is customary.**