



## Meeting Form

Meeting Date & Time: \_\_\_\_\_ Planner: \_\_\_\_\_

Bride/Host : \_\_\_\_\_ Phone: \_\_\_\_\_

Groom/Host #2: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Billing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Booking Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Event Details:**

Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Venue: \_\_\_\_\_ Event Theme: \_\_\_\_\_

Estimated # of Guests: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Targeted Budget: Catering: \_\_\_\_\_ Rentals: \_\_\_\_\_

Ceremony Location (skip if same as reception): \_\_\_\_\_

**ABOUT YOUR VENUE- If your reception is held at a venue where we are the exclusive caterer at you can skip to the next section!**

Venue Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How long do you have the location for? \_\_\_\_\_

Can we bring items a day(s) ahead of time? **YES or NO**

Can we leave items and pick-up next day? **YES or NO**

Is there a kitchen available for our use? **YES or NO**

Is there Electric available? **YES or NO** Is there potable water available? **YES or NO**

Where do we setup? \_\_\_\_\_

Do we need to bring a tent and tables for our setup? **YES or NO**

If yes where can we set up: \_\_\_\_\_

Where do we enter? \_\_\_\_\_ Where can we park? \_\_\_\_\_

What time must we be out of the facility? \_\_\_\_\_

**APPETIZER SELECTIONS:**

Appetizer selections: Please see the online menu for our many options. We will take care of figuring out the quantities, all we need from you is your menu selections!

Appetizer Choices:

- 1. \_\_\_\_\_ **Circle one: Passed or Stationary**
- 2. \_\_\_\_\_ **Circle one: Passed or Stationary**
- 3. \_\_\_\_\_ **Circle one: Passed or Stationary**
- 4. \_\_\_\_\_ **Circle one: Passed or Stationary**
- 5. \_\_\_\_\_ **Circle one: Passed or Stationary**

*(Please note it is an additional \$75.00 for passed appetizers)*

Location of appetizer table: \_\_\_\_\_

Appetizer Disposable Ware? **YES or NO** *(Please note \$.50 per person)?*

**MAIN MENU SELECTIONS:**

Please let us know if you would like to use one of our pre-set menu options listed online or if you would like to customized menu for your reception!

**Style: Buffet Stationed Plated Family Style**

Please list your chosen menu items below:

Meats:	Starch:	Vegetable:	Special Requests:
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Allergies/Dietary Restrictions: \_\_\_\_\_

Additional Menu Notes:

-Complimentary Coffee included? **YES or NO (WEDDING MENUS ONLY)**

-Buffet table location: \_\_\_\_\_

-Décor preferences: \_\_\_\_\_

-Order of tables to be called: \_\_\_\_\_

-Onsite cooking/preparations? **YES or NO**

***Please note on-site chef fee may be applied to your contract depending on selected menu items.***

**DESSERT:**

**CAKE**

-Will you have a cake? **YES or NO**

-Wedding cake with \_\_\_\_ tiers or Small cutting cake?

***Please note that if you decide to provide your own desserts it must be purchased from a NYS licensed bakery.***

-Who will be providing your cake? \_\_\_\_\_

-Bakery Contact Information: \_\_\_\_\_

***If you are providing the cake we ask that the baker or host is prepared to set up, replenish, maintain & clean up cake. This includes placing cake topper/flowers on if you are having one.***

-Would you like the cake top saved? **YES or NO**

-Will you provide a cake knife and server? **YES or NO**

-Who is providing plates, forks, napkins?

-Would you like us to cut cake? **YES or NO** *If yes, please note a \$50.00 fee will apply.*

-Would you like cake passed to guests at tables? **YES or NO** *\$1.00 per guest fee will apply.*

**Additional Dessert selections:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_

-Who is providing your dessert? \_\_\_\_\_  
-Who will set up, replenishment, and remove desserts? \_\_\_\_\_  
-Location of dessert table: \_\_\_\_\_

-Dessert Disposable Ware? **YES or NO** (Please note \$.50 per person)?  
-If no, who will be providing your disposable ware? \_\_\_\_\_  
-Do any of these action stations that require a chef? **YES or NO**

***Additional Dessert Notes:***

**LATE NIGHT SNACK SELECTIONS:**

***Please note you must have a minimum guest count/order of 75 guests for this service.***

Late Night Snack Choices:

1. \_\_\_\_\_ 2. \_\_\_\_\_

-What time would you like the snack to be served? \_\_\_\_\_  
-Location of snack table: \_\_\_\_\_ **OR** Hand passed?  
-Do you need us to provide disposable ware? \_\_\_\_\_

**BAR SELECTIONS:** ***If you decide to have a cash bar we require a two hour open bar minimum.  
Please note we do not allow shots or liquor on the rocks at the bar.***

-Who is providing bar services? **Partyman or Host**  
-Type of Package: **OPEN BAR OPEN PREMIUM CASH/OPEN COMBO**

**CASH BAR:** Mixed Drink- \$5 Wine - \$5, Beer - \$4, Sodas/Water - \$2  
\$250.00 Set up fee for all cash bars, \$100 per hour for cash bar,  
***\$750.00 Minimum OR \$1000 Minimum for Premium Bars***

**OPEN BEER, WINE & SODA BAR:** 1st Hour - \$8 (cocktail hour), 2nd Hour - \$3, 3rd Hour - \$3, 4th  
Hour - \$3, 5th Hour - \$3  
***\$750 Minimum***

**OPEN PREMIUM BAR:** 1st Hour - \$9 (cocktail hour), 2nd Hour - \$3, 3rd Hour - \$3, 4th Hour - \$3,  
5th Hour - \$3

**\$1000 Minimum**

**Wine Options:** Choose 3 selections from the House Rex Goliath wine options below.

**-Red:** Cabernet, Merlot

**-White:** Chardonnay, Sauvignon Blanc

**-Sweet:** Moscato, Pink Pinot Grigio

*For an additional \$2.00 per person you can add a fourth option to your wine list or substitute your third option for a premium brand.*

**Premium Wine Brands:** Red Cat, Deer Run Pebble Beach Blush, Deer Run Runway Red, Bully Hill Riesling or Hunt Country Vineyards Foxy Lady.

**Beer Options:** Choose one light beer and one regular beer from below.

**-Light:** Blue Light, Coors light, or Genny Light

**-Regular:** Labatt Blue, Corona, Blue Moon, Yuengling, Sam Adams or Sam Adams Summer Ale

*For an additional \$2.00 per person you can add a fourth option to your beer list or substitute your third option for a premium brand.*

**Premium Beer Brands:** Rohrback's , Custom Brewcrafters , or Saranac.

**Liquor Options:** Liquor selections included are listed below.

**Liquor:** Coconut Rum, Captain Morgan Spiced Rum, Tanqueray Gin, Absolut Vodka, and Jim Beam Whiskey

*For an additional \$2.00 per person you can add a fourth option to your bar for a premium brand.*

**Liquor upgrade options** (Available for \$2 per person per selection): Jack Daniels, Grey Goose, Crown Royal

**BAR TIMELINE:**

Cocktail Hour:

Bar Closed:

Re-opening of bar:

Last Call:

Bar Closed:

-Drink Preference for Bride & Groom: Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

-Are you interested in upgrading your bar to include glassware? **YES or NO**

-Did you want to offer guests a signature or welcome drink? **YES or NO**

-If yes what type of cocktail did you have in mind? \_\_\_\_\_

-If yes when would you like it served? As guests arrive/Cocktail hour/all night

-Would you like any non alcoholic options? **(lemonade/tea/flavored H2O)**

-Where will the bar be located? \_\_\_\_\_

**HOST PROVIDING ALCOHOL: ONLY APPLICABLE IF AT PRIVATE HOME**

- Will you need tables or linens for your bar? **YES or NO**
- If yes how many tables? **Qty:** \_\_\_\_\_ **Color:** \_\_\_\_\_
- Who will be your bartenders? \_\_\_\_\_
- Who will provide the glassware or disposable ware? \_\_\_\_\_
- Who will provide the bar ice? \_\_\_\_\_
- What will you store the drinks in? (coolers, tubs, etc.) \_\_\_\_\_
- Who will provide water/sodas/mixers? \_\_\_\_\_

**COFFEE:**

- Would you like a coffee station? **YES or NO**
- Are disposable cups okay? **YES or NO** (*Included in price*)
- Where would you like this table located? \_\_\_\_\_

**RENTAL EQUIPMENT:**

<b><u>TABLES:</u></b>	<b>30" Round</b> Qty: _____	<b>48" Round</b> Qty: _____	<b>60" Round</b> Qty: _____		
	<b>6ft Long</b> Qty: _____	<b>8ft Long</b> Qty: _____	<b>Cocktail Table</b> Qty: _____	<b>Farm Table</b> Qty: _____	

- Who is setting up and taking down the tables? **Partyman or Host**
- Would you like a head table or sweetheart table? \_\_\_\_\_
- How many people are in your bridal party? **Qty:** \_\_\_\_\_
- Will you have open seating or assigned seating? **OPEN / ASSIGNED**
- How many accessory tables will you need? (ex. Gift -Table/DJ/Dessert/Guestbook Table/Memory Table) Qty: \_\_\_\_\_

**LINENS:**

- What color napkin would you prefer? \_\_\_\_\_
- Which napkin fold do you prefer? **TRI-FOLD POCKET FOLD TENT**
- What color would you like your table linens to be? **WHITE IVORY -**
- Would you like your accessory table linens set to touch the floor or banquet style?
- Who will put the linens on the tables? **PARTYMAN or HOST**
- Do you need your linens early? **YES or NO**
- Which linens do you need for your tables?

72" Square Qty: _____	85" Square Qty: _____	90" Square Qty: _____	54"x 120" Banquet Qty: _____	120" White Round Qty: _____
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White or Ivory Textured 90 X 156"  
Qty: \_\_\_\_\_

If you would like a specialty linen please take a look at all of our options at:  
Werentlinens.com for availability and pricing.

**Chairs:** **White Folding** (\$1) **White Padded Wood** (\$2.95) **Vintage** (\$6.95)  
Qty: \_\_\_\_\_ Qty: \_\_\_\_\_ Qty: \_\_\_\_\_

-How many guests would you like to sit at each table? **Qty:** \_\_\_\_\_  
-Do you need an extra set of chairs for ceremony set-up? **YES or NO** **Qty:** \_\_\_\_\_  
-Do you need us to set up chairs? (\$1.00 per chair) **YES or NO**  
**Please note If host decides to set- up chairs, they are responsible for tear down.**

**TENTS:**

**Tent Disclosure**

*All tents must be set up in a flat, dry, grassy area and our tents are all pole tents so can not be set up on gravel or pavement. Mowing must occur 1 day prior to set-up.*

**Tent Questions:**

Tent Size: \_\_\_\_\_

Can we drive directly up to the tent set up location? \_\_\_\_\_

Does the area have 5 feet extra on each side of the tent? **YES or NO**

**Would you like tent sides?** YES or NO

**If yes which kind:** Solid White or Cathedral Window

**Would you like lighting in tent?** Yes or No

**If yes:** Center Pole Bistro Perimeter Bistro CPFL

**OUTDOOR HEATING:** Please note we cannot place patio heaters under tents.

Do you need outdoor heating for your event? **YES or NO**

*If yes what kind? **Patio Style Heater or Large 170,000 BTU***

**ACCESSORIES:** Below is a list of accessories that can be used to enhance your event.

White Lanterns: \$5.00 Burlap Runners: \$2.00 Burlap  
Chargers: \$2.00 Custom Printed Menu Cards: \$1.00 Flameless  
Battery Operated Candles: \$1.50 LED Tealight Candles: \$1.25 Assorted Crystal  
Votive Holders: \$2.00 BAR sign: \$40.00 Barnwood Table Numbers:  
\$4.00 Cake Stands: \$12.00  
Beverage Dispensers: \$22.00  
Accessory Ladder with Barnwood Shelves: \$40.00

After looking over the items we offer if there is anything that interest you please list it below with the expected quantity:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
Qty: \_\_\_\_\_ Qty: \_\_\_\_\_ Qty: \_\_\_\_\_

Are you interested in draping for your venue? (ex. Entry doorways) **YES or NO**  
Location of draping: \_\_\_\_\_

**GLASSWARE & DINNERWARE:**

- Do you want your salt and pepper shakers placed on the buffet (\$0) or at each table (\$1.00 per table)? \_\_\_\_\_
- Do you want china plates (\$1.00 each) or vintage china plates (\$1.75 each)? \_\_\_\_\_
- Do you want plates placed at the buffet or at the guests seating? \_\_\_\_\_
- Do you need two sets of forks(\$.25 each)? **YES or NO** **Fork Qty:** \_\_\_\_\_
- Do you need us to supply you with knives or spoons (\$.25 each)?  
**Knife Qty:** \_\_\_\_\_ **Spoons Qty:** \_\_\_\_\_
- Will you need us to provide you with Champagne glasses (\$.75 each)? **Qty:** \_\_\_\_\_
- Do you need us to provide you with wine glasses (\$.75 each)? **Qty:** \_\_\_\_\_
- Do you need us to provide you with water glasses? **YES or NO**  
*If yes which type of water glass do you prefer (1.00 each)? **Mason Jar or Short Stem***  
**(All water glass rentals include water service during dinner)**

**DISPOSABLE WARE:**

Who will provide the disposable ware? **PARTYMAN or HOST**  
***If Host provides disposable ware, we ask that you are prepared to supply more than one appetizer pick, plate, napkin, cup, and utensil per person per course. Please be prepared to designate an individual for set up, unwrapping, placing on tables, replenishment and clean up.***  
We offer a disposable dinnerware package at \$2.25 per person which includes: A clear dinner plate, white napkin, clear utensils, linen napkin and water station with disposable cups.  
*Does this interest you?* **YES or NO**  
How will your guests get water during dinner? \_\_\_\_\_



**TIMELINE:** Below is a traditional example of an event timeline to help you gain a better understanding of how the day of will go. Times may be filled in on the left hand side.

	<b>Guests Arrive at Reception Venue</b>
	<b>Ceremony</b>
	<b>Cocktail Hour/Appetizers</b>
	<b>Bride &amp; Groom Arrival</b>
	<b>DJ encourage guests to take seats for dinner</b>
	<b>All Guests Seated</b>
	<b>Introductions, Toasts, Speeches &amp; Prayer</b>
	<b>Dinner</b>
	<b>Cake Cutting</b>
	<b>First Dance (BEFORE OR AFTER DINNER)</b>
	<b>Desserts/ Coffee</b>
	<b>Open Dancing</b>
	<b>Late Night Snack</b>
	<b>Bar closed</b>
	<b>DJ/Band End Time</b>
	<b>Official End Time *EVERYONE OUT*</b>

**A Partyman Event Planner will determine at the end of a meeting if the following items will be applied to your contract.**

Is a chef/catering tent needed to for this event? **YES or NO**

Will an on-site chef fee be applied? **YES or NO**

Does a delivery charge apply to this event? **YES or NO** How many \_\_\_\_

Has the couple attended a tasting with us yet? **YES or NO**

Added to tasting list for \_\_\_\_\_

Does one of the following barn packages apply? If so circle which venue: ***ACB/Wingate/Twin Silos/Kindred/Maple Walnut/West Winds.***