



PARTYMAN CATERING & RENTAL

<http://www.partymancatering.com> · (585) 438-4321 · info@partymancatering.com

Event Timeline: 2 weeks out until the big day!

Please submit your final guest count to us on the Friday, 2 weeks before your reception. We will use this information to update your contract for final payment as well as for ordering and scheduling purposes.

Please keep in mind the following when submitting your final count:

Your vendors will likely require a meal, please include them in your final guest count number. Their meal will be regular price however we will provide non-alcoholic drinks at no charge to your vendor. We recommend you confirm that your vendors will not be consuming alcohol. You also will not be required to provide meals for Partyman Staff.

Have you accounted for all of your accessory tables? An accessory table is any table that you need to put things on aside from guest tables (This could be anything from DJ, favors, gifts, guest books, memory tables, candy bars, cake, etc). Partyman will provide all tables for the items we are providing for your reception (ie: appetizer table, buffet table, coffee table etc.) We will need to know if you need our tables (and what size) or if you are using a table that is provided by your venue as well as if you will be needing linen for those tables.

Please keep in mind that your diagram may need to change (from the one you originally received from us) after we receive your final guest count, many times the guest count changes so your number of tables and chairs will also change. You are responsible for making any necessary changes to your diagram for your records. Keep this in mind for when you are planning your seating chart!

Let us know how many people you will have sitting at each table if it differs from the standard 8 people per table. If you are only putting 6 people at a table do you want it set for 6 or 8? We need to be sure that there are enough place settings included to set all tables. We recommend you plan for a few extra place settings.

Are you planning assigned or open seating? If you opt to have open seating you will need to plan for extra tables, chairs, place settings etc. in order to allow for enough room for all people to be seated.

Would you like your cake topper saved?

Please let us know when you will be on site at your venue for set up.

As stated in your contract, Partyman does not place linens on guest tables until a few hours before your reception when we do our final set up with place settings. Linens are on site at least one day in advance in most cases and can be placed on tables before we arrive if you wish. They will be in a black tote labeled "ordered linen". In the event you find you need more linen, please do not use the linens labeled "Partyman Linen." Please call us and arrangements can be made.

Take a copy of your contract with you when you are on site for set up, this will help you see what size linens are for what tables etc.

Will you and your bridal party be on site for cocktail hour? Would you like us to set aside some appetizers for you and/or your bridal party? Please let us know in advance!

Please review your final updated contract, and please **read the fine print** as it is very important!



PARTYMAN CATERING & RENTAL

<http://www.partymancatering.com> · (585) 438-4321 · info@partymancatering.com

Please note:

At most of the venues (please ask us or your venue contact) you are not allowed to bring in any outside alcohol in coolers for before the ceremony or during cocktail hour/reception. Doing so violates New York State law and requires us to close your bar.

If you are having a cash bar, please note everyone (including bridal party) is required to pay for beverages. Credit card machines can be made available with advanced notice. Also, you must discuss with your event planner in advance if you are considering extending your bar (cash or open) so staffing and arrangements can be made. At least 4 days notice is required.