



Meeting Form

Bride/Host: _____ Phone: _____

Groom/Host #2: _____ Phone: _____

Email: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Booking Contact: _____ Phone: _____

Site Contact: _____ Phone: _____

Site Contact Email: _____

EVENT DETAILS:

Date: _____ Type of Event: _____

Venue: _____

Guests Invited: _____ Estimated (Quoted) Attending: _____

Targeted Budget: _____

Catering: _____ Rentals: _____

Ceremony Location (skip if same as reception): _____

VENUE ADDRESS: Depending on the venue, venue amenities, availability, and set up/tear down logistics may need to be discussed in greater detail.

Venue Address:

City:	State:	Zip Code:
Contact:	Phone:	Email:
When is Venue available for drop off:	Rental duration:	

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.

	Ceremony
	Cocktail Hour/Appetizers
	DJ encourage guests to take seats for dinner
	Introductions, Toasts, Speeches & Prayer
	Dinner
	Coffee
	First Dance (BEFORE OR AFTER DINNER)
	Cake Cutting
	Desserts Available
	Late Night Snack
	Bar closed
	DJ/Band End Time
	Estimated Partyman leave time
	Partyman to pull linens at end of night
	Official End Time *EVERYONE OUT*

BAR TIMELINE:

Cocktail Hour:

Bar Closed:

Vendors:

Photographer:

Florist

Re-opening of bar:

DJ/Band:

Last Call:

Bakery:

Bar Closed:

APPETIZER SELECTIONS:

*Partyman will make recommendations on the appropriate quantities of appetizers for Cocktail Hour. If you choose to have a quantity less than what is recommended, are you ok with running out appetizers during your cocktail hour? **YES/NO**

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)

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

OR

Appetizer China? **YES or NO** *(Please note ~\$1.50 per person)*

MAIN MENU SELECTIONS:

Please let us know if you would like to use one of our pre-set menu options, or if you would like to customize a menu!

Style: Buffet Stationed Plated Family Style

Menu Choice: _____

Substitutions or Additions? _____

Allergies/Dietary Restrictions: _____

DINNERWARE:

Please select a China dinnerware package:

- **Basic China Package** (\$4.55 per person)?

This includes a china plate, fork, knife, spoon, linen napkin (color & fold of your choice), and a water glass (style of your choice) with water service at the guest tables

- **Enhanced China Package** (\$5.50 per person)?

This includes the same items as the Basic China Package with the addition of a champagne flute and salt and pepper shakers for each table.

-Which type of water glass do you prefer? **Mason Jar, Short Stem, Stemless, Rocks, or Column**

-Which type of plate do you prefer? **White Round, Ivory Round, Square, Gold Rimmed, or Scalloped**

-Do you want to upgrade to **vintage china plates**? (Additional \$.75 per guest) **YES or NO**

-Are you interested in adding any other China or Glassware to your event? **YES or NO**

-If yes, what kind? _____

- **Premium disposable dinnerware package** (\$2.25 per person)

This includes a durable clear plastic dinner plate, linen napkin in the color of your choice (or white paper), clear utensils (fork and knife), and a water station with disposable cups that will be available through the dinner hour.

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 if you are using one of our exclusive venues*

-Who will be providing your cake? _____

***If you are providing the cake we ask that the baker or delivery person is prepared to set up, replenish, maintain & clean up cake. This includes placing cake topper/flowers on if you are having one. Details regarding cake cutting and clean up to be discussed.*

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

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

-Would you like us to cut cake and place on the dessert table? **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.)**

DESSERT:

-Would you like any other desserts? **YES or NO**

Dessert Choices:

1. _____ 2. _____

-Who is providing your dessert? **Partyman or OTHER :** _____

***If another vendor will be providing your desserts, the set up logistics must be discussed with Partyman*

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

OR

- **Dessert China? YES or NO (Please note ~\$1.50 per person)**

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? YES OR NO**

NON-ALCOHOLIC BEVERAGES:

Are you interested in a Welcome Drink? **Pre or Post Ceremony**

-Would you like any Non-alcoholic options available? **YES or NO**

***Partyman has a wide variety of non-alcoholic options including plain lemonade, iced tea, and water, as well as a variety of flavored options. Please inquire if there are specific flavors you are interested in.**

-Would you like a Coffee Station? (*included with some menus) **YES or NO**

Non-alcoholic Beverage Choices:

1. _____ 2. _____

***Beverages are served out of dispensers with clear disposable cups. China and glass cups are available for rental at an additional fee.**

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.

OPEN Beer, Wine & Soda Bar

2 Hour Open Beer, Wine, & Soda Bar Package: \$12 per guest

3 Hour Open Beer, Wine, & Soda Bar Package: \$15 per guest

4 Hour Open Beer, Wine, & Soda Bar Package: \$18 per guest

5 Hour Open Beer, Wine, & Soda Bar Package: \$21 per guest

1st Hour-\$9 (cocktail hour), 2nd Hour \$3, 3rd Hour \$3, 4th Hour \$3, 5th Hour \$3, \$750 minimum

OPEN Premium Bar w/ Liquor (Captain Morgan, Tanqueray Gin, Absolut Vodka, Jim Beam Bourbon, Coconut Run, Seagrams 7 Whiskey) with tonic water, club soda, assorted soda mixers, cranberry juice, orange juice

2 Hour Open Premium Bar Package: \$13 per guest

3 Hour Open Premium Bar Package: \$16 per guest

4 Hour Open Premium Bar Package: \$19 per guest

5 Hour Open Premium Bar Package: \$22 per guest

1st Hour-\$10 (cocktail hour), 2nd Hour \$3, 3rd Hour \$3, 4th Hour \$3, 5th Hour \$3, \$1000 minimum

CASH Beer, Wine & Soda Bar (Available only with a minimum of 2 hours of open bar)

Wine - \$5, Beer - \$4, Sodas/Water - \$2 per drink

\$150 per hour, \$750 minimum

Number of hours_____

CASH Premium Bar

Mixed Drink- \$5 Wine - \$5, Beer - \$4, Sodas/Water - \$2

\$200 per hour, \$1000 minimum

Number of hours_____

Selections for all bars:

Non-Alcoholic Selections include: Coca-Cola, Diet Coke, Sprite, Ginger Ale, Water

Wine: Choose 3 selections from our House Wine options below:

Red: Cabernet, Merlot

White: Chardonnay, Pinot Grigio

Sweet: White Zinfandel, Moscato

Beer: Choose 2 selections

Bud Light, Mich Ultra, Landshark, Shock Top, Fat Tire, Brooklyn Summer Ale, The Kind IPA, Stella

- Where will the bar be located? _____
- 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 at bar
- Are you interested in upgrading your bar to include **glassware**? **YES or NO**
- Do you need us to provide you with **wine glasses** (\$.75 each)? **Qty:**_____
- Do you need champagne flutes for a toast? **Qty:**_____

HOST PROVIDING ALCOHOL:

This option is not available at all locations. Please check with your venue regarding their rules and policies for the venue. A Temporary Liquor Permit or License may be required for host provided bars depending on the venue. If you are providing your own bar, you will be expected to provide all items needed, unless previously discussed with Partyman. This includes any bartenders, alcohol, mixers, tables, linens, cups, ice, or anything else associated with bar services. Please note that Partyman is unable to provide bartenders for host provided alcohol per regulations set by the New York State Liquor Authority.

RENTAL EQUIPMENT:

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

- Layout Ideas? _____
- Would you like a **head table** or **sweetheart table**? _____
- How many people are in your **bridal party**? _____
- Will you have open seating or assigned seating? **OPEN / ASSIGNED**
- How many **accessory tables** will you need? _____
(ex. Gift Table / Guestbook Table / Place Card Table / Memory Table / DJ / Dessert)
- Who is setting up and taking down the tables? **Partyman or Host**
- Partyman Tables Needed- **Buffet/ Appetizers / Dessert / Coffee / NA Beverage / BOH / Bar**
- *Partyman to provide tables, linens, and minimal decor for any food or beverage items ordered.

LINENS:

- What **color napkin** would you prefer? _____
- Which **napkin fold** do you prefer? **FLAT FOLD POCKET FOLD**
- *See website for color and fold options: partymancatering.com/planning-tools/napkin-swatch-folds
- What color would you like your **table linens** to be? **WHITE IVORY COLOR(Choice)**
- *Visit werentlinens.com to see all of our specialty linen options. Please call for pricing
- 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**

-When will the linens be placed (Day of for all tents) _____
-Do you need your linens early? **YES or NO**

Linen Sizing(Banquet or Floor Length):

8' Table- 54" x 120" or 90" x 156"
6' Table- 54" x 120" or 90" x 132"
72" Round- 90" Square or 132" Round
60" Round- 85" Square or 120" Round
48" Round- 72" Square or 108" Round
30" Round- 72" Square or 90" Round
Tall Cocktail- 90" Square or 120" Round

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

CHAIRS: **White Folding** (\$1.25) **White Padded Wood** (\$2.95) **Vintage** (\$6.95)
Qty: _____ Qty: _____ 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 and returning the chairs to the chair cart or location where they were delivered.
-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:** _____
-Same day rental Ceremony chair Set up?

Other fees may apply beyond the food, beverages, and rental items. These include, but are not limited to:

- Production Fee (20% of food, beverages, and certain rental items. Production Fee covers other costs that are incurred by our company to produce your event. Compared to a restaurant experience, we must pack, sort, load, and unload before and after each event. It counts the nitty gritty detail work that is never seen, but always required to execute a flawless event.)
- New York State Sales Tax (8%)
- On site chef & equipment fee (\$150)*Quantity based on complexity of event
- Delivery fees (Based on mileage and event complexity)
- Barn packages or site specific fees (These are fees for venues we frequent, and either replace the delivery fees, or are labor fees associated with venues with labor intensive set up)
- Catering Tent (Site dependant - Used as a catering space. Do you have a kitchen on site of sufficient size?)
- Same day set up/tear down fees (May be applicable at sites where set up or tear down must happen on the day of the event, before or after regular business hours.
- Handling Fees (Fees associated with Partyman staff setting up, replenishing, or tearing down of Host provided items or other vendor provided items)

Important Information:

- A signed contract and deposit is required for securing the date with Partyman. A signed contract signifies you have read and understand the terms and agreements. Changes can still be made, pending availability, up to two weeks before the event.

- Deposit and payment schedule:
 - Deposit: Due 12 Months before event date
\$250-\$750 (\$250 per service - Food, Bar, Rentals)
 - 25% Payment: Due 9 Months before event date
 - 25% Payment: Due 6 Months before event date
 - 25% Payment: Due 3 Months before event date
 - 25% Payment: Due 10 days before event date

**Payment schedules are subject to change based on the event date, and when the event is booked.*
- Has the couple attended a tasting with us yet? **YES or NO**
 - Added to tasting list for _____
- Google Forms: You will have two Google Forms sent to your email for you to fill out, so we can finalize and adjust your contract appropriately:
 - 2 months out: You will be sent your first form two months out. This is to finalize all food, beverage, linen, and glassware selections and is due one month prior to your event date.
 - 1 month out: You will be sent your final Google Form. This is due 2 weeks before your event date that includes all final details: final guest count, seating chart, kid's count, etc.
- Final guest count due 3 weeks before event date. All food, beverages, and rentals will be adjusted based on the final count, and will take any kids attending into consideration. At this time, your guest count cannot decrease further.
 - Menu Pricing is dependent upon your final count:
 - Guest list of 50 guests or less: Add 25% to the menu price
 - Guest list of 51-100: Add 20% to the menu price
 - Guest list of 101-125: Add 10% to the menu price
- Logistics of event set up to be discussed closer to the event date. The final layout, timeline for different aspects of set up will be confirmed with the customer after the final count is received.

Details to discuss with your planner:

- Table numbers with accurate guest counts for each table will be needed for events with assigned seating
- Amanda, Sarah and Emma in the office.
- Contract will have a TBD(To Be Determined)section where we have questions, comments, notes, and outstanding items.
- Parents' names and where they will be seated.
- Bride and Groom Drink of Choice from bar selections
- Pinterest Boards
- Quote format- packaged
- Gratuity
- Other vendors