



ELEVATING YOUR EXPERIENCE

Meeting Form

Contact (Your) Name:

Phone:

Your Email:

Couples Names:

Billing Street Address:

City:

State:

Zip:

Day-Of/On-Site Contact:

Phone:

Day-Of/On-Site Contact Email:

EVENT DETAILS:

Date:

Type of Event:

Venue:

Number of Guests Invited:

Estimated (Quoted) Attending:

Targeted Catering Budget:

Ceremony Location (skip if same as reception):

VENUE: 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:

Contact:

Phone:

Email:

Rental Duration:

TIMELINE:

Below is a traditional example of an event timeline to help you gain a better understanding of how the day will go. We typically see on-site ceremonies starting between 4-5pm as it aligns nicely with a bar timeline and dinner start time. 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 (Often dictated by venue)
	Estimated Partyman leave time
	Official End Time *EVERYONE OUT*

BAR TIMELINE:

Cocktail Hour:
Bar Closed:
Re-Opening of Bar:
Last Call:
Bar Closed:

VENDORS:

Photographer:
Videographer:
DJ/Band:
Bakery:
Florist:
Rentals:

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 of appetizers during your cocktail hour? **YES/NO**

Appetizer Choices:

- 1. _____ **Passed or Stationary?**
- 2. _____ **Passed or Stationary?**
- 3. _____ **Passed or Stationary?**
- 4. _____ **Passed or Stationary?**
- 5. _____ **Passed or Stationary?**

(Please note it is an additional flat fee of \$75.00 for passed appetizers)

Appetizers: **Disposable Ware** (\$.50/person) **or Appetizer China** (~\$1.50/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 Stations Plated Family Style

Menu Choice: _____

Substitutions or Additions? _____

Allergies/Dietary Restrictions: _____

Kids meals? **Kids Box or Discounted Buffet Rate?**

DINNERWARE:

Please select a dinnerware package:

-Basic China Package (\$5.75 per person)

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

-Enhanced China Package (\$6.75 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.

China packages include (circle one of each):

-Preference of water glass: **Mason Jar, Short Stem, Stemless, Rocks, or Column**

-Preference of plate: **White Round, Ivory Round, White Square, Gold Rimmed, or White Scalloped**

Visit the Dinnerware & Napkins tab under Rentals on our website for photos.

-Premium disposable dinnerware package (\$2.50 per person)

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

-Eco-Friendly Palm Leaf Disposable Dinner Package (\$5.00 per person)

This includes a palm leaf 10" square dinner plate, wooden utensils (fork, knife, and spoon), a paper napkin, and a water station with disposable cups that will be available through the dinner hour.

DESSERT:

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

CAKE:

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

-Wedding cake with _____ **tiers** or **Small** cutting cake? _____

-Who will be providing your cake? _____

-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 the cake and place it on the dessert table?

YES or NO (If yes, please note a \$50.00 fee will apply.)

***If you are providing the cake we will discuss details regarding setting up, placing cake topper/flowers, cutting/serving, replenishing, maintaining & cleaning up the cake.*

NON-CAKE DESSERTS:

-Would you like desserts other than cake? **YES or NO**

From Partyman:

-Dessert Choices: 1. _____ 2. _____

From Outside Vendor:

-Who is providing your additional dessert? _____

-What is being provided? _____

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

Dessert: **Disposable Ware** (\$.50/person) **or Dessert China** (~\$1.50/person)

LATE NIGHT SNACK SELECTIONS:

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

Partyman Late Night Snack Choices:

1. _____ 2. _____

-What time would you like the snack to be served? _____

-Stationary OR Hand-Passed?

NON-ALCOHOLIC BEVERAGES:

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

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

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

-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

Includes: selection of 2 beers, selection of 3 house wines, and assorted sodas.

2-Hour Open Beer, Wine, & Soda Bar Package: \$15-\$18 per guest

3-Hour Open Beer, Wine, & Soda Bar Package: \$18-\$23 per guest

4-Hour Open Beer, Wine, & Soda Bar Package: \$22-\$27 per guest

5-Hour Open Beer, Wine, & Soda Bar Package: \$26-\$32 per guest

\$750 minimum

OPEN Premium Bar w/ Liquor

Includes: Captain Morgan, Tanqueray Gin, Tito’s Vodka, Jim Beam Bourbon, Coconut Run, Seagrams 7 Whiskey. Selection of 2 beers, selection of 3 house wines, assorted soda mixers, tonic water, club soda, cranberry juice, and orange juice.

2-Hour Open Premium Bar Package: \$16-\$19 per guest

3-Hour Open Premium Bar Package: \$20-\$23 per guest

4-Hour Open Premium Bar Package: \$23-\$28 per guest

5-Hour Open Premium Bar Package: \$27-\$32 per guest

\$1,000 minimum

OPEN Gold Bar

Includes: Tito's Vodka, Belvedere Vodka, Bulleit Bourbon, Jim Beam, Jack Daniels OR Black Button Whiskey, Captain Morgan Spiced Rum, Mount Gay Rum, Baileys Irish Cream, Bombay Sapphire Gin, Tanqueray Gin, Espolon Blanco and Reposado, Dewars Scotch. Traditional N/A bar mixers plus lime juice and sour mix, also includes one signature drink and custom signage at your bar. Selection of 3 beers and selection of 4 local/premium wines.

- 2-Hour Open Gold Bar Package: \$28 per guest
- 3-Hour Open Gold Bar Package: \$30 per guest
- 4-Hour Open Gold Bar Package: \$35 per guest
- 5-Hour Open Gold Bar Package: \$40 per guest
- 6-Hour Open Gold Bar Package: \$50 per guest
- \$1,000 minimum

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

Wine - \$6, Beer - \$5, Sodas/Water Bottles - \$2.50 per drink
\$180 per hour, \$750 minimum

Number of hours_____

CASH Premium Bar

Mixed Drink - \$6, Wine - \$6, Beer - \$5, Sodas/Water Bottles - \$2.50 per drink
\$240 per hour, \$1,000 minimum

Number of hours_____

Selections for all Alcohol Bars:

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

House Wine Selections (choose 3):

- Red: Cabernet, Merlot
- White: Chardonnay, Pinot Grigio
- Sweet: White Zinfandel, Moscato

Beer Selections (choose 2):

- Bud Light, Michelob Ultra, Landshark, Shock Top, Fat Tire, Brooklyn Summer Ale, Three Heads Brewing The Kind IPA, Stella

-Where will the bar be located? _____

-Did you want to offer guests an alcoholic **signature beverage 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 champagne flutes for a toast (\$0.75 each)? **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:

-Layout ideas? _____

**Ask us about what we've seen work well at your venue*

-Are you having a **head table or sweetheart table**? _____

-How many people are in your **bridal party including the couple**? _____

-Will you have open seating or assigned seating? **OPEN / ASSIGNED**

-How many **accessory tables** will you have? _____

(ex. Gift Table / Guestbook Table / Place Card Table / Memory Table / DJ / Dessert)

-Who is setting up and taking down the tables?

-Partyman Tables Needed- **Buffet / Appetizers / Dessert / NA Beverage /**

Coffee / BOH / Bar

**Partyman has a limited number of various sized tables available for rent if your venue or rental vendor cannot provide those needed for our services.*

LINENS:

-What **color napkin** would you prefer? _____

-What color would you like your **table linens** to be?

WHITE IVORY COLOR (Choice) _____

**Visit werentlinens.com to see all specialty linen options. Call Partyman for pricing.*

-Would you like your accessory table linens set to touch the **floor or be lap-length**?

-Who will put the linens on the tables? **PARTYMAN or HOST**

-Do you need your linens early? **YES or NO**

<u>Table Size:</u>	<u>Lap-Length Linen:</u>	<u>Floor Length Linen:</u>
8' Table	54" x 120" (\$10)	90" x 156" (\$17.50)
6' Table	54" x 120" (\$10)	90" x 132" (\$17.50)
72" Round	90" Square (\$11.25)	132" Round (\$18.69)
60" Round	85" Square (\$8.75)	120" Round (\$18.69)
48" Round	72" Square (\$8.75)	108" Round (\$18.69)
30" Round	72" Square (\$8.75)	90" Round (\$18.69)
Tall Cocktail	90" Square (\$11.25)	120" Round (\$18.69)

**Pricing above is for white and ivory tablecloths. Please inquire for pricing of other colors.*

Are you interested in **draping** for your venue? (ex. Entry doorways, ceiling)

YES or NO

Location of draping: _____

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

- Production Fee (22% 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/chef) *Quantity based on the complexity of the event
- Delivery fees (Based on round trip mileage and event complexity)
- On-site specific fees (These are fees for 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)
- Gratuity

Important Information:

- A signed contract and deposit are required for securing the date with Partyman. A signed contract signifies you have read and understand the terms and agreements. Changes to food and beverage can still be made, pending availability, up to two weeks before the event. **The signed contract and deposit are due back no later than two weeks after receiving the quote/contract. Past that time, we cannot guarantee the holding of your event date.
- Deposit and payment schedule:
 - Non Refundable Deposit: Due with signed contract (\$1,000)
 - 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**
- 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 (60 days): You will be sent your first form to finalize all food, beverage, linen, and glassware selections and is due five days later.
 - 1 month out: You will be sent your final Google Form. This is due the Friday 3 weeks before your event date that includes all final details: final guest count, seating chart, kid's count, etc.
- Final guest count is due 3 weeks before the 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, but you can continue to increase your count.
 - Menu Pricing is dependent upon your final count:
 - Guest list of 50 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 the event set up to be discussed closer to the event date. The final layout and timeline for different aspects of set up will be confirmed with the customer after the final count is received.

Details to discuss with your Partyman Planner:

- Table numbers with accurate guest counts for each table will be needed for events with assigned seating.
- Parents' names and where they will be seated.
- The contract will have a TBD (To Be Determined) section where we have questions, comments, notes, and outstanding items.
- Couple's drink of choice from bar selections.
- Pinterest Boards
- Quote format- packaged, not itemized