



ELEVATING YOUR EXPERIENCE

# Meeting Form

## CONTACT INFORMATION

Contact (Your) Name:

Phone:

Your Email:

Partner Name:

Phone:

Partner Email:

Contact Billing Street Address:

City:

State:

Zip:

Key Players in planning that we should be in contact with  
(Mom/Dad/Family/Friend/etc):

Their Phone:

Their Email:

Would you like them to be included in all emails? **YES or NO**

## EVENT DETAILS

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

Date:

Type of Event:

Venue:

Rental Duration:

If private home, address:

Number of Guests Invited:

Estimated (Quoted) Attending:

Targeted Catering Budget (Food, Bev/Bar, Rentals):

Ceremony Location:

## ABOUT THE COUPLE

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Partner #1 Name:

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Partner #1 Favorite Meal:

Partner #1 Favorite Drink:

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Partner #2 Name:

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Partner #1 Favorite Meal:

Partner #2 Favorite Drink:

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Fun fact about couple:

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What brings you both happiness?

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Have you ever been to a Partyman event? Where?

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If yes, what was your favorite aspect?

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What is most important on your big day?

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What made you call Partyman?

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Anything else you think we should know?

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## TIMELINE

Below are examples of traditional event timelines to help you gain a better understanding of how your day will go. Please circle a timeline based on the start time of your ceremony. Adjustments will be made based on venue specifics and if your ceremony is offsite.

### TIMELINE A

3:30-4:00 pm Ceremony  
4:00-5:00 pm Cocktail Hour/Appetizers  
4:45-5:15 pm DJ to encourage guests to take seats  
5:15-5:45 pm Introductions, first dance if before dinner, toasts, prayer  
5:45-6:45 pm Dinner served  
6:15 pm Coffee available  
6:55 pm Cut cake  
7:00 pm First dance, if after dinner  
7:15 pm Desserts available  
9:00 pm Late Night Snack available  
10:00 pm Bar closed  
10:30 pm DJ/Band ends  
10:30 pm Guests depart  
11:00 pm Estimated Partyman departure time

### TIMELINE B

4:00-4:30 pm Ceremony  
4:30-5:30 pm Cocktail Hour/Appetizers  
5:15-5:45 pm DJ to encourage guests to take seats  
5:45-6:15 pm Introductions, first dance if before dinner, toasts, prayer  
6:15-7:15 pm Dinner served  
6:45 pm Coffee available  
7:25 pm Cut cake  
7:30 pm First dance, if after dinner  
7:45 pm Desserts available  
9:00 pm Late Night Snack available  
10:00 pm Bar closed  
10:30 pm DJ/Band ends  
10:30 pm Guests depart  
11:00 pm Estimated Partyman departure time

### TIMELINE C

4:30-5:00 pm Ceremony  
5:00-6:00 pm Cocktail Hour/Appetizers  
5:45-6:15 pm DJ to encourage guests to take seats  
6:15-6:45 pm Introductions, first dance if before dinner, toasts, prayer  
6:45-7:45 pm Dinner served  
7:15 pm Coffee available  
7:55 pm Cut cake  
8:00 pm First dance, if after dinner  
8:15 Desserts available  
9:00 pm Late Night Snack available  
10:00 pm Bar closed  
10:30 pm DJ/Band ends  
10:30 pm Guests depart  
11:00 pm Estimated Partyman departure time

### BAR TIMELINE with 3:30 Ceremony

4:00-5:00 pm Open for Cocktail Hour  
5:00-6:00 pm Closed  
6:00-10:00 pm Open  
10:00 pm Closed  
\*With 5hr Bar Package (recommended with Timeline A)

### BAR TIMELINE with 4:00 Ceremony

4:30-5:30 pm Open for Cocktail Hour  
5:30-6:30 pm Closed  
6:30-10:00 pm Open  
10:00 pm Closed  
\*With 4.5hr Bar Package (recommended with Timeline B)

### BAR TIMELINE with 4:30 Ceremony

5:00-6:00 pm Open for Cocktail Hour  
6:00-7:00 pm Closed  
7:00-10:00 pm Open  
10:00 pm Closed  
\*With 4hr Bar Package (recommended with Timeline C)

Confirm Ceremony Time: \_\_\_\_\_

Ceremony On- or Off-Site (if off, where): \_\_\_\_\_

Will your first dance be before or after dinner? \_\_\_\_\_

Are you doing a cake cutting? \_\_\_\_\_

DJ/Band end time at Venue: \_\_\_\_\_

Is there anything else important to you to have incorporated into your timeline?

\_\_\_\_\_

## VENDORS

Photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_

DJ/Band: \_\_\_\_\_

Florist: \_\_\_\_\_

Rentals: \_\_\_\_\_

## APPETIZER SELECTIONS

Appetizer Choices:

Circle presentation style:

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 fee of \$75.00 per hand passed appetizer)*

Quantities:

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?

Please Circle Selection: **YES or NO**

Please Circle Selection: **Disposable Ware or Appetizer China or Venue Provided**

## MAIN MENU SELECTIONS

Please visit our website to view our pre-set menus. Keep in mind these are all customizable! Selecting one will just be a starting point in the planning process.

Circle Style: **Buffet**   **Stations**   **Plated**   **Family Style**

Menu Choice: \_\_\_\_\_

Substitutions or Additions?

\_\_\_\_\_  
\_\_\_\_\_

Allergies/Dietary Restrictions:

\_\_\_\_\_  
\_\_\_\_\_

Kids? If yes, How many? \_\_\_\_\_

Please circle: **Kids Box** or **Discounted Buffet Rate**

## 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? \_\_\_\_\_

-Will they be delivering and setting up? \_\_\_\_\_

-What is being provided? \_\_\_\_\_  
*\*If another vendor will be providing your desserts, the set up logistics must be discussed with Partyman.*

Please circle: **Disposable Ware** or **Dessert China**

## LATE NIGHT SNACK SELECTIONS

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

Partyman Late Night Snack Choice: \_\_\_\_\_

What time would you like the snack to be served? \_\_\_\_\_

Circle style of service: **Stationary** or **Hand-Passed?**

## BEVERAGE SELECTIONS

### NON-ALCOHOLIC BEVERAGE CHOICES

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.

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

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

### SPECIALTY BEVERAGES

Are you interested in a Welcome Drink or Signature Drink? **YES** or **NO**

-If yes to Welcome Drink: **Pre** or **Post Ceremony?**

-If yes to Signature Drink: **During Cocktail Hour** or **All Night at the Bar?**

-What type of cocktail did you have in mind? \_\_\_\_\_

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

Do you need champagne flutes for a toast? **Qty:** \_\_\_\_\_

Would you like a coffee station? (*included with some menus*) **YES** or **NO**

### BAR SELECTIONS

*If you decide to have a cash bar we require a two-hour open bar minimum, with the addition of the cash bar after that.*

*Please note we do **not** allow shots or liquor on the rocks at the bar.*

**Please identify your selection for Bar Packages:**

**OPEN Beer, Wine, & Soda Bar**

Selection of 2 beers  
Selection of 3 house wines  
N/A: Coca-Cola, Diet Coke, Sprite, ginger ale, water  
\$750 minimum

**OPEN Premium Bar with Liquor**

Selection of 2 beers  
Selection of 3 house wines  
Liquor: Captain Morgan, Tanqueray Gin, Tito's Vodka, Jim Beam Bourbon, Coconut Rum, Seagrams 7 Whiskey. Selection of 2 beers, selection of 3 house wines  
N/A: Coca-Cola, Diet Coke, Sprite, ginger ale, water, tonic water, club soda, cranberry juice, and orange juice.  
\$1,000 minimum

**OPEN Gold Bar**

Selection of 2 beers  
Selection of 3 local/premium wines  
Liquor: 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, Dewar's Scotch  
One signature drink and custom signage at your bar.  
N/A: Coca-Cola, Diet Coke, Sprite, ginger ale, water, tonic water, club soda, cranberry juice, and orange juice plus lime juice and sour mix.  
\$1,000 minimum

**Please circle bar duration selection:**

2-Hour                      3 Hour                      4 Hour                      5 Hour

**Please circle house wine selections (choose 3):**

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

**Please circle beer selections (choose 2):**

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

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

## HOST PROVIDING ALCOHOL

This option is not available at all locations. Please check with your venue regarding their rules and policies. 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.

## DINNERWARE

Please select a dinnerware package and make china/glassware selections under your selected package if applicable:

*Visit the Dinnerware & Napkins tab under Rentals on our website for photos of plates, glassware, napkin colors, and napkin folds.*

**Basic China Package**

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

**Dinner plate selection (please circle one):**

White Round                  White Square                  White Scalloped  
  
Ivory/ Off-White Round                  Gold Rimmed

**Water glass selection (please circle one):**

Mason Jar      Short Stem      Stemless      Rocks      Collins

**Enhanced China Package**

*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.*

**Dinner plate selection (please circle one):**

White Round                  White Square                  White Scalloped  
  
Ivory/ Off-White Round                  Gold Rimmed

**Water glass selection (please circle one):**

Mason Jar      Short Stem      Stemless      Rocks      Collins

**Premium Disposable Dinnerware Package**

*This includes a durable clear plastic dinner plate, linen napkin (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 Dinnerware Package**

*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.*

**Venue Provides Dinnerware**

## RENTALS

Layout ideas? \_\_\_\_\_

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

Please circle: **Head Table** or **Sweetheart Table**

How many people are in your wedding party including the couple? \_\_\_\_\_

Please circle: **Open Seating** or **Assigned Seating**

Please circle accessory tables you plan on having:

Gift Table

Guestbook Table

Place Card Table

Memory Table

DJ

Dessert

*\*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? \_\_\_\_\_

*\*Photo of the available colors is on our website under Rentals, Dinnerware & Napkins.*

What color would you like your **table linens** to be? Please Circle:

**WHITE**

**IVORY**

**COLOR** \_\_\_\_\_

*\*Visit [werentlinens.com](http://werentlinens.com) to see all specialty linen options. Call Partyman for pricing.*

Please circle: 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"	90" x 156"
6' Table	54" x 120"	90" x 132"
72" Round	90" Square	132" Round
60" Round	85" Square	120" Round
48" Round	72" Square	108" Round
30" Round	72" Square	90" Round
Tall Cocktail	90" Square	120" Round

## ADDITIONAL FEES

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

- Production Fee - the percentage depends on the type of event and will be based on food, beverages, and certain rental items. Our 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%).
- Staffing (quantities are based on the complexity of the event):
  - Bartender
  - On-site Chef
  - Carver
  - Runner
  - Lead Server / Event Manager
  - Server
- Delivery fees based on round trip mileage and event complexity.
- Equipment fees are based on equipment needed for the complexity of the event.
- On-site specific fees applicable for venues with labor-intensive setup.
- Catering tent expense is site-dependent and 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 are associated with Partyman staff setting up, replenishing, or tearing down of Host provided items or other vendor provided items.
- Gratuity is not included. If you would like to provide gratuity to your Planner, Chef, and Event Staff, please let us know.

## IMPORTANT INFORMATION

- To secure your date with Partyman, we require a signed contract and deposit. A signed contract signifies you have read and understood the terms and agreements. 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. Changes to food and beverage can be made, pending availability, up to two weeks before the event.
- 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: 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, beverage, and rentals will be adjusted based on the final count. After 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 setup will be confirmed with you 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 is packaged, not itemized.