

Villa Party Planner

Name of party _____ Date of function _____ Room _____

Aprox. count: Adults _____ Children (under 10) _____ Final count: Adults _____ Children _____
Arrival time _____ Departure _____ (6 hours later or 12:30am, whichever comes first)

Hors D'Oeuvres served at _____ Selections: _____

Dinner served at _____ Menu selection (ie. Classic Buffet, etc.) _____
Salad selection (s) _____ Dressing selection(s) _____
Main Entrée Selection(s) _____
Potato Selection(s) _____
Vegetable Selection(s) _____
Dessert Selection(s) _____
Menu Notes: _____

Bar type (cash, limited, classic, grand) _____
If you selected limited, would you like a cash bar available for mixed drinks? ___ Yes ___ No
Open Bar at _____ Close bar at _____ (Maximum 5 consecutive hours for package bars)
Non-Alcoholic Punch Bowl ___ Yes ___ No Before Dinner only _____ or All Night _____
Champagne Toast ___ Yes ___ No _____ Head Table only OR _____ Entire Party
Bar notes: _____

Should bill be itemized on one bill _____ OR 2 separate bills split between Dinner & the Bar _____
Who will be paying the bill(s) _____

Name's of Bride & Groom for front sign _____
Do you want a Head Table? ___ Yes ___ No For how many? _____ How many are under 21?? _____
Do you need Family tables? ___ Yes ___ No How many tables and how many people at each? _____

Tablecloths: White or Navy Blue Napkin Color _____
Will you be doing assigned seating? ___ Yes ___ No If yes, please pick up a layout of your banquet room with instructions.

Do you want to have your wedding ceremony at Dad's pond? ___ Yes ___ No If yes there is a Wedding ceremony policy sheet you will need to fill out.

Entertainment? ___ Yes ___ No Type? _____ Need a table ___ Time: _____ start _____ end

Please circle any of the following items you may need (no additional cost): Cake table, Gift table, Gift card box, Registration table (assigned seating table), Candles, Bud Vases 6" or 12", Display table, Easels, P/A System, Podium. We have limited quantities on some of these items, which will be distributed on a first come first served basis.

(A projector is available for \$40.00)

