

# The Chateau at Incline Village

Name:	
Wedding Date:	
Day of Contact & Phone #:	
Total Guest Count: (not including vendors)	
# of Children under 12 years old: Children's menu Entrée Selection if plated:	
# of Vendors: Entrée Selections if plated:	

Vendor Info	Name / Business	Arrival Time	Contact Info
Coordinator			
Rental Company			
Florist			
Photographer			
Videographer			
DJ / Entertainment			
Cake / Dessert			
Officiant			
Other			

Timeline Information	
Rehearsal Day and Time:	
Decorating Crew Arrives:	
Bride & Wedding Party Arrive:	
Groom & Wedding Party Arrive:	
First Look Photos on Property:	
Other times to add:	

# Reception Details & Layout

Upgraded Linen \$5-\$8 per person	<input type="radio"/> Selections:
Standard Linen & Napkin	<input type="radio"/> White <input type="radio"/> Ivory
Head table or Sweetheart table	
If head table, how many chairs?	
Size of guests tables	<input type="radio"/> 60" rounds / up to 8 guests <input type="radio"/> 72" rounds / up to 10 guests
Welcome Table/Tables Your welcome table is a great place for gifts and cards, guest book, seating chart and escort cards	<input type="radio"/> 6 ft farm wood table      Do you need 1 or 2? _____ <input type="radio"/> Linen <input type="radio"/> Natural wood
Specialty Tables Memory table, favors, etc.	<input type="radio"/> 6 ft farm wood table      Do you need 1 or 2? _____ <input type="radio"/> Linen <input type="radio"/> Natural wood
Cake Table	<input type="radio"/> 6 ft farm wood table <input type="radio"/> Linen <input type="radio"/> Natural wood
Ceremony Table	<input type="radio"/> tall 30" round <input type="radio"/> low 36" round <input type="radio"/> bringing my own table
DJ Table (6 ft rectangle with linen)	<input type="radio"/> YES <input type="radio"/> NO
Chairs	<input type="radio"/> cross-back (\$5) <input type="radio"/> standard <input type="radio"/> renting
Ballroom Lounge Furniture	<input type="radio"/> YES (\$850) <input type="radio"/> NO
Projector & Screen (No AV staff onsite)	<input type="radio"/> YES (\$100) <input type="radio"/> NO
Sweetheart Chairs	<input type="radio"/> YES (\$200) <input type="radio"/> NO
Backdrop with Birch Trees	<input type="radio"/> YES (\$200) <input type="radio"/> NO
Fire Pits	<input type="radio"/> YES (2 at \$75/each) <input type="radio"/> NO
What is your wedding style? Colors? Any additional décor details to share?	

*Wedding Worksheet*

## Menu Updates

Please review your initial menu selections and provide any updates: appetizer and entrée selections, late night snacks, etc.


Exact counts and assigned tables/seating are required on plated service.  
 Please return an entrée per table count spreadsheet 10 days before your wedding.  
**Remember that guests meal choices need to be indicated at the table with place cards.**  
 Please make us aware of any special dietary requirements prior to your event.

Entrée per table count example	Chicken	Fish	Kids	Total
Head Table	5	4		9
Table 1	4	6		10
Table 2	8	1	1	10
Vendors	3	1		4

## Beverage Selections

Please choose 2 red wines, 2 white wines and 1 sparkling wine/champagne along with a draft beer selection from the Beverage Menu.

Red Wine:	White Wine:
Sparkling Wine/Champagne:	
Draft Beer:	
Special Requests:	