

## ***What can I expect once I have booked the room?***

*Finally the time has come and you are planning that special day. . .since this will become one of your top priorities, we give the promise that we will give you top priority. In order to assist you in planning your day, please fill out the following outline.*

Our names: \_\_\_\_\_ Event date: \_\_\_\_\_

### **6 months prior to your event:**

*During this meeting, you will meet with the Event Manager and Director of Catering, to plan your special day. Listed are items that will be discussed:*

### **General information:**

Color scheme: \_\_\_\_\_

Number of bridesmaids and groomsmen: \_\_\_\_\_ (do not include ushers)

We have decided to have our ceremony at: \_\_\_\_\_ beginning at \_\_\_\_\_

When will your photos be taken? before ceremony \_\_\_\_\_ after ceremony \_\_\_\_\_

List the name of point of contact for event day

(friend, relative or wedding coordinator) \_\_\_\_\_ phone \_\_\_\_\_

We expect to have \_\_\_\_\_ hotel rooms booked in the area.

We would like our guests to enter the reception hall upon arrival: yes or no

### **Room layout:**

We would like a head table: yes or no

We would like the head table on a stage: yes or no

We would like to show a video at the reception: yes or no

I plan to play the video: as guests arrive during food service

We are interested in assigned seating: yes or no

We are interested in a rehearsal dinner at the Horizon Convention Center: yes or no

We expect more than ten children less than 10 years of age at our reception. yes or no

We would like our cake table on the dance floor: yes or no

We would like a: round cake table or serpentine cake table ('S' shaped table)

We will have a guest book or something similar for guests to sign upon their arrival.

We will need a: table easel (circle one)

**Names of our vendors:**

Florist _____	Baker _____	DJ _____
Phone# _____	Phone# _____	Phone# _____
Photographer _____	Band _____	Videographer _____
Phone# _____	Phone# _____	Phone# _____

**Decorations:**

We have an interest in the HCC decorations package: Silver Gold Platinum

Color of linen: \_\_\_\_\_ Color of napkin: \_\_\_\_\_

**Food:**

We have interest in the following items:

Cocktail hour	host bar	cash bar	chocolate fountain
Served dinner	buffet dinner	hors d'oeuvres	beverage station

Rehearsal Dinner

Menu package \_\_\_\_\_

**10 days prior to your event:**

This is the time for us to review your room diagram that we have prepared, food selections, timeline and receive final guest count. In order to make your special day stress-free, you may bring your favors, special toasting glasses, special cake cutting utensils and anything else for your special day.

You will also make final payment with Horizon Convention Center during this meeting. Horizon Convention Center will collect payment for room rental balance, decorations and other incidentals. HCC accepts Visa, MasterCard, American Express, cash or check.

Your event manager will schedule this meeting during business hours, Monday – Friday, 8 am – 5 pm.