

Grand Event Info

DATE AND DAY OF EVENT

APPOINTMENT #

ADDRESSES/TELEPHONE NUMBERS

Name(s) (Bride and Grooms last names)

Mailing Address

of Guests (Final count and Pmt due 7 days prior)

Telephone H / W (Bride)

Telephone H / W (Groom)

Other Telephone

E mail

Cell Phone (Day of event)

Other info

EVENT INFORMATION

Location of ceremony (wedding)

Length of ceremony (wedding) start and finish time

Pictures - before or after wedding

Receiving line at reception (Y / N)

INVITATION INFO

(What does invite say?)

Guests invited to arrive:

Dinner is served:

Entertainment begins:

Event ends:

GUEST ARRIVAL / DELIVERY TIMES

Décor delivery (professional) After 10 am (describe)

Wedding cake delivery After 10 am (Refer to room set up)

Entertainment set up / time booked (DJ/Band/Other)

Room open time

Guest arrival time

Appt. # _____
Rep _____
Date _____

event info continued

Bridal party arrival (Bride and Groom) (time)

Social hour (time)

Hor's service time

Toast (formal / informal) time _____

Blessing (Y / N) _____

Dinner service time

Room close time Add hrs \$75.00X _____

DJ to announce seating time (Y/N)

Entertainment must not be booked past room end time.

MENU INFORMATION

(Circle)

Plated - Buffet

Entrée Choice(s) limit 2 + Veg & Children

\$ _____
\$ _____
\$ _____

Vegetable (\$) _____

\$ _____

Starch (\$) _____

\$ _____

Salad (\$) _____

\$ _____

Vegetarian (Y / N) \$ _____

\$ _____

Children (Y / N) \$ _____

\$ _____

Feed entertainers and others (Y / N)

Hor's \$ _____

Other

\$ _____

Nametags / Table Numbers (Y/N)

Ushers for buffet service - Groomsmen?

Needed for buffet service only.

Appt. # _____
Rep _____
Date _____

BAR INFORMATION

Indicate service time and/or host \$ amount.

Tap	Soda	Wine	Bot. Beer	Rail	Call	Premium
-	-	-	-	-	-	-

of kegs

_____ \$ X

of reserved kegs (regular brands only)

_____ Ask _____ to tap reserve.

Drink Tickets (Y/N - describe)

_____ \$ _____

Host dollar amount

_____ \$ _____

Sparkling wine (Y / N)

_____ \$ X

N.A. Sparkling wine (Y / N)

_____ \$ X

Wine (Table / Bar / Other)

_____ \$ X

There is NO SMOKING allowed in The Grand

Guests may smoke outside the doors.

Serving times

Cash Bar _____

Sparkling Wine _____

Wine - Table Service or other _____

Coffee _____

Water _____

Other _____

Appt. # _____

Rep _____

Date _____

ROOM SET UP

Refer to diagram

Napkin Color

White

Marroon

Other _____

\$ _____

Head Table (Y / N , # of ppl, Shape, Location)

Reserved tables (Y / N , # of tables, Location)

Cake Cutting (Y / N , Cut top?, # of flavors, Service)

Cake table (Y / N , Location)

Gift table (Y / N , Location)

Guest book (Y / N , Type, Location)

A / V Service (Format, Length, Timing)

Media must be previewed **before day of event** to insure format can be run.

Oil Lamps (Y / N , # of lamps, location)

\$2.00X _____

Guest Décor (hourly rates may apply)

\$ ___ X _____

Favors

(Describe - Who will set?)

No gum, glitter, balloons, sprinkles, alcohol, items to be thrown.

Other restrictions may apply.

Appt. # _____

Rep _____

Date _____

set up contd.

Microphone/podium (Time/location/deposit)

\$ _____

Hor's Location / other

Room Diagram

If tables are to be numbered or place cards used - room diagram is due 3 days prior to event.

Fax diagram to 651-275-1880

PAYMENT INFORMATION

Indicate the name of person(s) paying for the following -

Payment 7 days prior to event - (Credit card only)

A personal check will be accepted 10 or more business days prior to event.

Payment for host items - Bar (Credit card only)

Payment for Balance (Credit card only)

Appt. # _____
Rep _____
Date _____

GENERAL INFORMATION

- 1 - Decorating time is charged at \$75.00 per hour.
- 2 - Decorating time is available after 10 a.m. on the day of the event.
- 3 - All Décor must be removed immediately after event.
- 4 - Décor must be pre approved by grand staff.
- 5 - Décor may be prohibited at discretion of Grand staff.
- 6 - Doors are unlocked at the agreed upon guest arrival.
- 7 - Please e mail grandbanquet@andiamo-ent.com for lost and found.
- 8 - The Grand is not responsible for lost / stolen items.
- 9 - Final count and Credit Card payment are due at the office 7 days prior to your event.
- 10 - You may pay with a personal check 10 business days prior to your event.
- 11 - You may increase your count after your final count is given. You may not reduce your count.
- 12 - Payment is due the day of your event for any balance from host bar or other additions.
- 13 - Payment will be accepted by credit card or cash on the day of your event.
- 14 - All vendors wishing to deliver to The Grand must check in at Grand Pizza. A Grand Banquet hall representative will direct the delivery person.
(Call 651-430-2376 from a cell phone for pre event entry)

Signature

FAVOR SET UP

Appointment #

Name(s) (Bride and Groom last names)

Event Date

Please indicate how favors should be placed

Additional charges may apply for detailed set up.

_____ \$

Return this page with favors prior to your event.

Remember, All deliveries to the Banquet Hall must check in at Grand Pizza or call 651-430-2376 from a cell phone when the deliveries are at the Grand Banquet Hall door.