

# Event Information

Appt #, Day and Date of event \_\_\_\_\_ Location \_\_\_\_\_

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Event type

Reception \_\_\_\_, Ceremony/Reception \_\_\_\_, Meeting \_\_\_\_, Other \_\_\_\_\_

Contact(s)

Name(s) (Bride and Grooms w/their last names)

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Mailing address

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# of guests (Final count and pmt due 7 days prior)

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Telephone H / W (Bride)

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Telephone H / W (Groom)

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Other telephone

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E mail

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Cell phone (Day of event)

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Other info

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event info continued

Location of ceremony (wedding)

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Length of ceremony (Start and finish time)

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Activities - before or after (Wedding pictures)

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Receiving line at reception ( Y / N )

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**INVITATION INFO** (What does invite say?)

Guests invited to arrive:

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Dinner is served:

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Entertainment begins:

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Event ends:

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**ARRIVAL TIMES/ DELIVERIES AND GUEST**

Décor delivery (professional) After 10 am (describe)

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

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

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Room open time

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event info continued

## Guest arrival time

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Host party arrival (time - Bride and Groom)

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Social hour (time)

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Hor's service (time)

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Toast ( formal / informal, time) \_\_\_\_\_

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Blessing ( Y / N )

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Dinner service (time)

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Room close time. Add hrs (\$175/\$350 HR)

(\$)
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DJ to anounce seating time (Y/N)

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Entertainment must not be booked past room end time.

AV (time, format - Must practice in advance)

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Pizza delivery (Y/N, time)

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**Other**

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# MENU INFORMATION

(Circle )

Plated - Buffet

Entrée Choice(s) limit 2 + Veg & Children

_____	\$
_____	\$
_____	\$

Vegetable (\$^)      

_____	\$
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Starch (\$^)      

_____	\$
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Salad (\$^)      

_____	\$
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Vegetarian ( Y / N ) \$       

_____	\$
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Children ( Y / N ) \$       

_____	\$
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Feed entertainers and others ( Y / N )

_____	\$
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Hor's

_____	\$
_____	\$
_____	\$
_____	\$

Nametags / Table Numbers (Y/N)

_____	\$
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Ushers for buffet service -

_____	\$
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Needed for buffet service only.

# BAR INFORMATION

Indicate service time and/or host \$ amount.

Tap	Soda	Wine	Bot Beer	Call	Premium	Other

# of kegs

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\$

# of reserved kegs (regular brands only)

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\$

Ask

to tap reserve

Drink Tickets (Y/N - describe)

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\$

Host dollar amount

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\$

Sparkling wine (Y/N)

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\$

N.A. Sparkling wine (Y/N)

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\$

Wine (Table / Bar / Other)

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\$

Guests may smoke outside the doors.

## Serving times

Cash Bar

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Sparkling Wine

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Wine - Table Service or other

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Coffee

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Water

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Other

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## ROOM SET UP - Refer to diagram

Napkin color

Ivory	White	Other	(\$)
Ivory	White	Other	(\$)

Table linen color

Head table ( Y / N , # of ppl, Shape, Location - see diagram)

Reserved tables ( Y / N , # of tables, Location - See Diagram )

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.

Votive candles - Rental

\$

Guest décor (hourly rates may apply)

(\$175/HR)

(\$)

Favors (Describe - Who will set?)

(\$)

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

Other restrictions may apply.

The Grand Banquet Hall reserves the right to refuse any décor delivery based on housekeeping

or safety concerns.

set up contd.

Mic/podium (time/location, other)

(\$)

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Hor's location / other

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Room diagram (y/n)

(\$)

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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 - (Cash/credit card only)

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

Payment for host items - Bar (Cash/credit card only)

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Payment for balance (Cash/credit card only)

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## GENERAL INFORMATION

- 1 - Additional hours are charged at \$175.00 per hour including decorating time, in some circumstances.
- 1.2 - Ceremony time is charged at \$300.00 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](mailto: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 call 651-430-2376 from a cell phone for pre event entry.

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Signature



**FAVOR SET UP**

Appointment # \_\_\_\_\_

Name(s) (Bride and Groom last names)

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Event Date

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Please indicate how favors should be placed

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Additional charges may apply for detailed set up.

\$

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Return this page with favors prior to your event.  
Remember, All deliveries to the Banquet Hall must  
call 651-430-2376 when deliveries arrive at the  
Grand Banquet Hall door.