

McHale's Catering
Final Arrangements Worksheet – Banquet Packages

Event Name: _____ Event Date: _____

Book Contact: _____ Site Contact: _____

Room Booked for Event: _____

Ceremony Location: _____ Ceremony Start Time: _____

Ceremony End Time: _____

Guest Arrival Time: _____

If ceremony and reception at same location, # of extra staff hours needed: _____

If Drees, Bar and HD inside or outside. If bar is outside, # of extra staff hours needed: _____

Receiving Line @ Church: _____ Pictures taken @ Church: _____

Reception Start Time: _____ Reception End Time: _____

Serve Hors d'oeuvres: _____ Plate-Serve Salad @ _____

Open Buffet/Serve Dinner: _____ Bride and Groom or Guest eat first: _____

Guaranteed #: _____

**PLEASE NOTE: EVENT MUST BE FINAL THE FRIDAY PRIOR TO THE EVENT
 _____ (DATE). THERE WILL BE A \$50.00 CHARGE FOR EACH CHANGE, MADE
 AFTER LISTED DATE.**

Menu Selections:

Would you like the top of the cake cut _____

Groom's cake: Yes or No

If Yes, where would you like Groom's cake set-up _____

Take Leftovers that evening or pick-up date/time/location: _____

(LEFTOVERS - WEDDING RECEPTION ONLY)

PLEASE NOTE: PLEASE HAVE BRIDAL PARTY BRING THEIR ID'S

Bar Service: Bottled Beer and Wine only (Included in banquet package.)
 Host Bar for Mixed Drinks
 Tab Bar for Mixed Drinks (Please get credit card in advance.)
 Cash Bar for Mixed Drinks

Start time: _____ End time: _____

TIP JAR: YES NO

Champagne Toast for the Bridal Party – Bride/Groom toasting glasses will be placed at the head table. All remaining champagne glasses will be in the back of the house. McHale’s attendants will serve champagne toast to the head table.

Ala Carte Items:

Room Set-up:

Dinner Dance (rounds of _____ guests)
Dinner (rounds of _____ guests)

Head Table: yes no # - _____ Assigned Seating: yes no (Must have assigned seating at capacity)
Reserved Tables: yes no # - _____ Tables Numbered: yes no

In-House Projector and Screen (Diamond Room & Vista Room): Yes or No Projection Times: _____

Colored Napkins: (Banquet Packages only) yes no color - _____

Centerpieces provided by (Banquet Packages Only): Hall Host
Color of rose petals: _____

Drop-off/Set-up Times

	<i>Location</i>	<i>Date/Time</i>
Bride -		
Bakery -		
Entertainment -		
Florist -		
Photographer -		
Videographer -		
Other -		

Host will drop off the following items (if items are available, please ask Host to drop off items the Monday prior to the event)

1. Directions how to set-up items dropped off. 7.
2. Gift Card Box (McHale’s or Bride/Groom) 8.
3. Toasting Glasses (McHale’s or Bride/Groom) 9.
4. Cake Knife/Cutter (McHale’s or Bride/Groom) 10.
5. 11.
6. 12.

Do you want leftover party favors returned: