



Name \_\_\_\_\_ Room \_\_\_\_\_

Date \_\_\_\_\_

Arrival time of Bridal party  
(Max 2 hours prior to start time) \_\_\_\_\_ Amount of guest \_\_\_\_\_

Arrival time of Bride and Groom \_\_\_\_\_

Special request upon Arrival: \_\_\_\_\_

Time of Photos in lobby  
(Please notify photographer must work with maitre de on time)  
(Limited to 20 minutes and cannot be during event start times)

Place Cards      Or      Seating Board	Special Instructions
Mirror (Self Stand)	
Toasting Glasses	
Menu Cards	
Favors	
Cake Topper	
Sign Book	

**(Please attach certificate of insurance for all your vendors)**

**You must bring copy of invite with the form.**