

Wedding Planning Sheet

Please answer the following questions and read the last two paragraphs.
This is to help plan your wedding and ensure your special day is a success.

Name: _____

Date: _____

1) **Location:** _____

Options and floor plans available at http://www.lc.edu/facilities_rental/

2) **Head Table**

- Number of people: _____ Provide location on submitted floor plan
- Set Up: _____

Please note: The maximum The Commons stage will hold is 20 people; ATC is 8 people.

3) **Wedding Cake**

- Provide location on submitted floor plan
- Who is doing your cake? _____ Phone Number: _____

Provider must have current County Health Department "Food Service Sanitation Permit"

- Table size/shape: 72" round or 8' rectangle? _____
- Who is serving the cake, you or Lewis and Clark? (See service charges below.)

If we serve, there must be enough cake for all guests.

If you are using sheet cakes, they must be a minimum of 3" high.

Wedding Cake Service

Do you have serving utensils: knife and spatula? _____

If L&C provides plates, and cuts and serves your cake, there will be a \$1/person charge.

If L&C provides plates and forks, and you cut and serve your cake, there will be a \$0.25 charge.

Add Chocolate covered strawberries to your cake service \$1/person charge

4) **Who is the Master of Ceremonies?** _____

5) **Toast**

Are you doing one? _____

For the head table (real glasses) or the whole party (plastic glasses)? _____

Add a toast of our house sparkling wine for all guests over the age of 21 additional \$2/person charge.

Guest will provide real glassware for toast. Complimentary disposable service included with toast.

6) **Gift Table**

Size/shape: 8' rectangle or 72" round? _____ Provide location on submitted floor plan.

7) **Additional Table**

Size/shape: 8' rectangle or 72" round? _____ Provide location on submitted floor plan.

8) **Band or DJ?**

Who will be playing? _____

What hours are they playing? _____

Special needs besides electric outlets? _____

9) **Decorating the Room**

Availability will be determined several days prior to the function.

Please be aware that we do not allow helium balloons, glitter or smoke machines.

We will do the place settings (and the buffet if there is one) right before the event.

What do you need set up before hand so you can decorate?

**Tablecloths on?*

**Skirting (we carry 8 black and 5 white)*

**Other tables set up? *Anything else?*

*(*Linen color swatches available upon request. Please contact Stacey at 468-3050 or sharmon@lc.edu)*

10) **Costs**

*Please make sure the photographer knows your timeline on service (eating). **There will be a charge for running late.** This is to ensure food quality and avoid additional labor cost.*