

# Orchard Creek Menu Meeting Planner

Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Estimated Guest Count \_\_\_\_\_

Ceremony Time: \_\_\_\_\_

Ceremony Location: \_\_\_\_\_

## Package Selection:

\_\_\_\_\_ Gold Package \_\_\_\_\_ Platinum Package

## Hors D'oeuvres:

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Salad:** \_\_\_\_\_

## Entrée Choices:

\_\_\_\_\_  
\_\_\_\_\_

Do any guests have special dietary needs?

Vegetarian \_\_\_\_\_ Food Allergies \_\_\_\_\_

Please supply the names and phone numbers of all vendors hired for your reception

Band or DJ \_\_\_\_\_ Phone \_\_\_\_\_

Photographer \_\_\_\_\_ Phone \_\_\_\_\_

Videographer \_\_\_\_\_ Phone \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_

Other \_\_\_\_\_ Phone \_\_\_\_\_

# *Final Meeting Information*

Number of guests over 21 year's old \_\_\_\_\_

Number of guests 13-20 years old \_\_\_\_\_

Number of guests 6-12 years old \_\_\_\_\_

Number of guests 0-5 year's old \_\_\_\_\_

Vendor meals \_\_\_\_\_

**Total number of guest tables** \_\_\_\_\_

**Total number of guests at head table** \_\_\_\_\_

## **Breakdown of Entrée Selections:**

Entrée #1 \_\_\_\_\_ Children's Meals \_\_\_\_\_

Entrée #2 \_\_\_\_\_ Special Meals \_\_\_\_\_

Vegetarian \_\_\_\_\_

**CERTIFIED BANK CHECK OR MAJOR CREDIT CARD** is required for the total cost due at your final meeting. You will be called one week prior to your event and we will request your preliminary count of guests attending. An estimated dollar figure, less previously paid deposits will be provided. Your guaranteed count and full payment is due 72 hours prior to your event. Your total bill will be adjusted at that time if necessary. In the event your function's total cost exceeds the total estimate paid, the difference will be due and payable on the day of your event.

## **Please bring the following items to your final meeting, if applicable:**

- ✓ • Floor plan with the number of place settings at each table and each table numbered.
- ✓ • Alphabetized place cards for guests' tables and head table.
- ✓ • Favors.
- ✓ • Guest book and pen.
- ✓ • Champagne toasting glasses.
- ✓ • Cake topper.
- ✓ • Cake knife and server.
- ✓ • Receptacle for gift cards.
- ✓ • Disposable cameras, unwrapped and numbered by table.