

Wedding Meeting Questions

General Information	
Customer Name	
Event Date	
Type of Event	
Is the event a surprise for someone?	
Phone Number	
Email	
Drinks Reception (Good Weather)	
Drinks Reception (Bad Weather)	
Main Meal	
Evening Party	
Guest Numbers	
Total number of guests	
Over 18s	
12-17s	
2-11s	
Under 2s	
Do any guests have any disabilities or motility issues we should be aware of (All of our spaces have disabled access)	
Important Persons	
Caterer	
DJ	
Band	
Florist	
Is the customer bringing a special cake?	
MC?	
Will they be doing any speeches?	
Photobooth of other supplier?	
Schedule	
Is the customer decorating the space beforehand?	
Official start of event	
Drinks Reception start	
Call to be seated	
Meal served	
Speeches? Would they like a toast drink with this?	
Turnaround to the disco	
Are they having a disco?	
Are they having any lighter evening food?	
Are they doing any special photos?	
Sound	
What music will be playing during the reception and meal?	
DJ set up	
DJ set timings	
DJ location	

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Live musician set up	
Live musician set timings	
Band location	
Drinks	
Drinks reception - alcoholic	
Jugs of sparkling elderflower	
Jugs of orange juice	
Complimentary squash for children at reception and meal	
Red wine	
White wine	
Rose wine	
Toasting prosecco	
Tea and coffee served to table with m/choc	
Tea & coffee self-service with m/choc	
Bar tab	
App/Bar details	
Water for meal, Kilner of water at reception	
Food	
Canapes (list five choices)	
Main meal - starter choices	
Main meal - main course choices	
Main meal - dessert choices	
Children - starter	
Children - main course	
Children - dessert	
Have we received seating plan?	
Have we received a meal choices list?	
Evening food	
Evening food quantity	
Evening food location	
Have we received the allergen form?	
Allergen details	
Details about serving a special cake (plates, napkins, forks, how much should be cut, where is it located, when should it be brought out, candles)	
Furniture and Décor	
Easel for seating plan	
Table arrangement (type of tables, number, arrangement)	
High chairs	
Push chairs/Prams	
Wheelchairs	
Table Flowers	
Meal tables candles and holders	
Meal table centrepieces	
Favours and other table decs	
Place names	

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[illegible]