



Social Event Planning Guide

Event Name: _____

NUCC

Arrival Time of First Guests to NUCC: _____

On-Site Contact for Reception: _____

Time of Social: _____

Bar

Pre- Function or Porta Bar: _____

Cash Bar: _____ Host Bar: _____

Host Bar Times: _____ Hosting What: _____

Type of Kegs: _____ # of Kegs: _____ # of Reserve Kegs: _____

Host Wine: _____ Bar/Tables: _____ # of Bottles: _____

Bringing in Own Wine: _____ # of Bottles: _____

Champagne: _____ Kind: _____ # of Bottles: _____

Champagne for What Tables: _____ Champagne Flutes: _____

Butlered Wine/Champagne: _____ Fee: _____

Drink Tickets: _____ # of Tickets: _____

Unlimited Host Soda @ \$1.00++ per person: _____

Punch: _____ Flavor: _____

How Many Gallons: _____ or keep full until specific time: _____

(There will be a fee applied to all wine/champagne that is requested to be individually served to each person)

Hors D'oeuvres

Menu: _____

Butlered: _____

Dinner

Time: _____ (The Chef cannot guarantee the quality of food if served more than 1/2 hour late)

Prayer: _____ Who Will be Saying Prayer: _____

Plated: _____ Plated Choice Meal: _____ Buffet: _____

Menu: _____

Salads - Individually Served or Buffet: _____

If Buffet Head Table served Plated Dinners or Buffet: _____

If Buffet Who Will Release Tables: _____

Kids Meals of Chicken Strips and French Fries @ \$8.00++ Each: _____

Kids Going through Buffet Line @ \$8.00++ Each: _____

Special Dietary Needs: _____

Place Cards for Choice Meal: _____

Coffee Station or Coffee Pots on Tables: _____



Social Event Planning Guide

Cake/Dessert

Bakery/Cake Decorator: _____ Phone Number: _____

Delivery Time: _____ Cake Cutters: _____

Special Instructions for Cake: _____

(All left over cake including the cake top and any display parts will be left on or under the cake table and should be removed by the wedding party the evening of the function. The New Ulm Conference Center is not responsible for any left over cake that is not taken the night of the reception, or any cake display parts that have been rented by the family.)

Evening Snack

Pizza @ \$15.00++ Each: _____

How Many: _____

Time: _____

Other Items: _____

How Many: _____

Linens

Tablecloths (White or Ivory): _____

Napkin Color (White, Ivory, Black, Red, Burgundy, Forest Green, Sandalwood, Gold, Brown):

Napkin Fold: _____

Room Layout

Event located in Galleries: _____

Rounds of 8: _____ Rounds of 9: _____ Rounds of 10: _____

Punch Station: _____ Where: _____

Coffee Station: _____ Where: _____

Dance Floor: _____ Where: _____

DJ Tables: _____ Where: _____

Cake Table: _____ Where: _____

Place Card Table: _____ Where: _____

Buffet Table: _____ Where: _____

Cocktail Tables: _____ Where: _____

Additional Tables: _____ Where: _____

Porta Bar: _____ Where: _____

Decorator

Name of Decorator: _____ Phone Number: _____

Table Runners: _____ Table Overlays: _____

Chargers: _____

Decorating Information: _____



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Payment

Direct Bill: _____

Night Of: _____

Who Will Be Paying Bill: _____

Separate Bills: _____

Additional Information