



Wedding Reception Planning Guide

Couple's Names: _____

Number of Invites Sent Out: _____ RSVPs Returned: _____

Ceremony

Location: _____ Time: _____

Receiving Line at Church or NUCC: _____

NUCC

Arrival Time of First Guests to NUCC: _____

(Lighting of any candles will be done by NUCC banquet staff before opening the doors to the banquet hall Free of Charge)

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 or Displayed: _____



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Dinner

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

Blessing: _____ Who Will be Saying Blessing: _____

Plated or Buffet : _____

Meal Choice: _____

Salads – Pre Set or Served if plated: _____

Head Table: Plated Dinners or are they going through the 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 on tables: _____

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.)

Late Night Snack

Pizza @ \$12.00++ Each: _____

How Many: _____

Time: _____

Other Items: _____

How Many: _____

Dance

DJ or Band: _____ Phone Number: _____

Time Dance Begins: _____

Time Dance Concluded: _____



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Linens

Tablecloths (Whit, Ivory or Black):
Napkin Color (White, Ivory, Black, Red, Burgundy, Royal Blue, Teal, Forest Green, Sandalwood, Gold, Brown):
Napkin Fold:

Room Layout

Reception located in Galleries:
Head Table on Risers: How Many People:
Captains Style Table: How Many People:
Rounds of 8: Rounds of 9: Rounds of 10:
Gift Table or Gift Room: Where:
Guestbook Table: Where:
Punch Station: Where:
Coffee Station: Where:
Dance Floor: Where:
DJ Tables: Where:
Cake Table: Where:
Place Card Table: Where:
Candy/Snack Bar: Where:
Buffet Table: Where:
Cocktail Tables: Where:
Reserve Tables: Need NUCC Reserve Signs: How Many:
Additional Tables: Where:
Slide show: Where:
What Time Will Slide Show Begin:
Porta Bar: Where:

Decorator

Name of Decorator: Phone Number:
Table Runners: Table Overlays:
Chargers:
Decorating Information:

Payment

100% Payment 3 Days Prior:
Reaming Balance Conclusion of event:
Who Will Be Paying Bill:
Payment by Check, Cash or Credit Card:
Separate Bills:

Additional Information: