Planning Snapshot 2/22/20

Last Edit: Feb 17th

Abigail and Jacob	Event Manager: Saley
Doors Unlocked Time: 1pm by Saley	

Event Dates	2/22/20	Total Venue:	PAID
Date Booked	2/6/19	Amt Paid:	PAID
Number of Guests	170	Amt Due:	PAID
Event Type	Buffet	Final Due:	PAID

Vendor Details

Vendor Type	Vendor Name	Access	Phone	Reg
Caterer	Hy Vee Windsor - **330pm**		515-279-4225	
Rentals	Beck Events			
Centerpieces	On their own - with the bubble vase on each table			
Flowers	Hy Vee Windsor			
Planner	None			
DJ - 1pm unloading	1pm - Ryan - djyetihouse@gmail.com - 515-729-3096			
Ceremony Music				
Photos	Photos - Kyndal Goeders - 641 2041718			
Photobooth	None			
Cake - Sweets	Hy Vee Windsor		515-279-4225	
LINENS	MOB - BLACK FROM MOB			

Key Due Dates

Item	Due	Date Completed	Note
Due date for 1st draft of rentals	3/23/19		
Due date for rental deposit	4/20/19		
Due date to complete bar forms	12/24/19		
Due date to request rehearsal or setup access	12/24/19		
Suggested RSVP Due Date	1/22/20		
Final Payment Due at the venue	1/22/20		
Last Day to make rental/flower changes	2/1/20		
Please place rental flower check in the mail	2/3/20		
Final payment due for rentals/flowers	2/7/20		
Final Payment Due for all remaining vendors	2/8/20		
Any final changes to your event	2/8/20		
Catering numbers due (check with caterer)	2/14/20		

Number of Guests:	170
Number at Headtable:	
Number of Children:	
Number of Vendors:	
Diatary Notes:	
Number of Vegetarians:	
Number of Vegans:	
Number of Gluten free	
Number of Alergies:	
Number of Children:	
Other:	

Special Notes / Requests

Bride/MOB will provide black linens on their own - please remember to pick a team to setup and take down and bring bags to bag the linens at the end of the night

Décor Notes

Linen Color: From bride
Gift Table: YES IN LOBBY
Guest Book Table: YES LOBBY
Escort Card Table: NONE
Cake Table: Yes

Bar Notes

Person in charge of bar increases: BRIDE

Key Catering Notes

To Do's

Item	Responsible Party	Note
Who's in charge of setup of personal items?	FAMILY	
Who is in charge of setting up décor?	FAMILY	
Who will be removing cake equipment (see list)?	FAMILY	
Who is removing personal items?	FAMILY	
Who is removing floral and centerpieces?	FAMILY	
Who will be removing gifts and cards?	FAMILY	
Who is in charge of removing left over food and cake?	FAMILY	
How many reserved tables would you like?	FAMILY	

Personal items

Items	Yes/No	Note
Signs		
Escort Cards / Place Cards		
Napkins		
Toasting Glasses		
Cake Knife		
Floral / Décor / Centerpieces		
Party Favors		
Table Numbers		
Other…		

Access

Date	Access Start Time	Access End Time
Day before	4 TO 7PM	
Day of	1PM	
Day after	TC Closed on Sunday's	

Ceremony

Details	Note
Ceremony Location	The Conservatory
Ceremony Start Time	3pm
Rehearsal Time	

Reception

Details	Time	Details		
Reception / Cocktail hour Start Time	345			
Seated for Dinner	505PM			
Cake Cutting	SEE TIMELINE	Who is cutting the cake? - HY VEE WINDSOR	Who is providing cake plates?	
Toasts	SEE TIMELINE		HY VEE	
Last Call	11PM	Bar End:	1115PM	