



Banquet Event Order

Texas Wedding • 250 Guests • Saturday, 11/21/2015

General Information

Banquet Type: Wedding

Room Use:	South Room	2:00 PM - 6:45 PM	
	Bar Room	4:00 PM - 12:00 AM	using 6 rooms
	Patio - Bar	4:00 PM - 12:00 AM	
	Grand Banquet Hall	5:00 PM - 12:00 AM	
	West Room	5:00 PM - 12:00 AM	
	Tent	7:00 PM - 9:15 PM	

EVENT DETAILS

Event Time Line

8:00 AM : Decorations : Wedding party will take a couple hours for room set. Comp coffee

12:30 PM : Cake : Cake dropped off by City Bakery....
Tom Freemont is the contact 231-1234

2:00 PM : DJ/Band : Soundz Entertainment will set up. They need one 6 ft table.

**Ryan is the set up contact 321-4321
Pete is the DJ - 234-2345**

2:30 PM : Florist : Jane and Dave have special instruction from bride.

Submit written set up instructions to them when they arrive

4:00 PM : Center Pieces : Crustal Creations will drop of the centerpieces and set them up.
Ashley is the contact 789-7890

4:15 PM : Videographer : Fort Worth Photo has never been to our facility. Give them a quick tour.

5:00 PM : Pictures : Tommy G Photography will be coming from another gig last minute. Be sure to call him if he isn't there when they promised.

Contact - Jeremy c 123-4567

5:00 PM : Ceremony : Guest will start arriving at 5:00

Set Up Detail

CLUBHOUSE

A/V Needs : computer set up to big screen for slideshow during reception

Cake Table : 1 big round on east wall front, skirted
This is a big cake so make sure we have a table suited for it.

Candles/Centerpiece : flowers set up by Fort Worth Floral at 3.
Have table ready

Head Table : 12 guests. 4 6ft tables front of room, skirted
bride and groom wanted to make sure to have extra space for them to get up and stand.

Place Card Table : 1 table near bar entry, skirted

Banquet Tables : 240 guests. 40 6ft tables set for vision of head table

~~Cocktail Tables : 6 extra along with normal bar room set.~~

Registration Table : add info

Chair Covers : moonlight orange. all dining room chairs.

Reserved Tables : the 4 6 footers nearest head table for immediate family

Gift Table : 2 6ft tables west wall front, skirted
Make sure these are set early as wedding party have many extras for the table set.

Linen Color : moonlight orange. Look at instructions from bride

Menu Items

HORS D'OEUVRES

5:00 PM : Hors D'oeuvres : Butler passed from 5:30 to 6:15. sesame seared Vietnamese chicken, gourmet mini sirloin burgers, smoked salmon w/lemon on pumpernickel, tuscan roulades wrapped in grilled baby eggplant, classic bacon wrapped scallops.

10:00 PM : Late Night Hors : Tray passed warm chocolate chip cookies served with "shots" of milk and the sterling coffee package

Beverage Items

Beverage Service

Host Bar : Check with bride before we go to cash bar.

Cash Bar : 6:30 until end of event

Beer / Liquor / Wine

Wine Flight : details

Beer Domestic Package

Beverage General

SALADS

6:00 PM : Caesar Salad : mixed greens w/dried cranberries, toasted pecans and a balsamic vinaigrette.

6:30 PM : Waldorf Salad : Pilaf of rice, corn and herbs, caramelized baby carrots with orange zest, pan roasted assorted vegetables, rustic mashed potatoes w/ roasted garlic and butternut squash with cinnamon butter.

7:30 PM : Dinner Salad : passion fruit berry duo mousse cake and expresso brownies

ENTREES

6:30 PM : Entree - first : sliced beef sirloin with a bourbon and gorgonzola sauce and pan roasted bass w/smoked tomato and herb cream.

Entree - second : Roasted Chicken with Chef Johnny's special saute and glaze.

Soda Package : Host soda all night for all wedding guests.

Champagne : Service 6:45 approximately. communicate with bride

Special Requests

Staffing

Setup : 0 : Friday 4:00 to 9:00. Tables, chairs, cloths and skirts.

Waits : 2 : 3:00 setup all. 4:45 event meeting.6 available for butler passing 5:30 - 6:15, 4 other kitchen prep. 10 available for salad 6:30 and plated service 6:45. Manager will have section chart. All available for clearing. All available for dessert service.

Bar : 3 : 1 shift 2:00 prep + until 10:00. 2 shift 5:00 until close, 3 shift 5:30 to close.

Manager : 0 : TBD

Kitchen : 4 : All prep and scheduling accordance to head chef

Kitchen Lead : 1 : TBD