

**STRATHMERE CHECKLIST "C"**  
**MUST BE SUBMITTED NO LATER THAN 6 WEEKS PRIOR TO YOUR WEDDING DAY**

\*\*\*\*\*

**PART 1: CATERING DETAILS**

**FOR THE WEDDING OF:**

**WEDDING DATE:**

**and**

*First*

*Last*

*First*

*Last*

Prior to meeting your Wedding Co-ordinator, please complete as much information as possible, and submit to Strathmere by email ([weddings@strathmere.com](mailto:weddings@strathmere.com)). Any item you prefer to discuss with the Co-ordinator, you can indicate "TBD". We recognize, also, that parts of this Checklist may change during the meeting with your Co-ordinator.

If a Wedding in Season or Custom Menu has been arranged, there is no need to provide many of the items - simply note, "WIS" or "Custom Package".

**BEFORE MEAL:**

**Bar Arrangements:** Cash bar means your guests will pay/Host bar means you will be paying.

For Wedding Party:           Cash                            Host

For Guests:                    Cash                            Host

Comments:

**Punch:**

**Hors d'oeuvres/party trays:**

**MEAL:** Time:                            Will anyone be saying a blessing?           Yes            No

Name of the Master of Ceremonies:

Estimated Number of Adults:                Children (3-10):                Children under 3:

No. of highchairs/booster seats required                (maximum of 3 highchairs are supplied)

**Type of Meal Service:**                Plated                            Buffet                            Gala Cocktail

**Menu:**

All menu selections must be finalized during final details or no later than 1 month prior to the wedding day, with confirmed guest count to be provided no later than 14 days prior to the wedding day.

**Children's Menu:**                Same as Adult Menu                OR                Chicken Fingers/Veggies & Dip

**Special Meals at no additional charge:**

# Vegetarian (VEG):                Guests will be served same menu as above, with Seasonal Vegetarian Entrée

# Vegan/Dairy Free (VDF):                Guests will be served Seasonal Vegetarian Entrée, Dairy Free Potato & Vegetable, and Fruit Cup for Dessert

# Gluten Free (GF):                Fruit Cup may replace chosen dessert. Strathmere entrées are gluten free with the exception of the beef au jus, which can be served without the au jus

# Additional Fruit Cups (F):                For other guests unable to eat chosen dessert (e.g. diabetics, nut allergies)

\*\*Once seating plan is final, please add the following references to help us locate guests with special meals:

**VEG** = Vegetarian Meal           **VDF** = Vegan/Dairy Free           **GF** = Gluten Free           **F** = Fruit Cup

**Other Comments:**



## Strathmere Checklist "C" Continued

FOR THE WEDDING OF:

and

WEDDING DATE:

**BILLING ARRANGEMENTS:** Payment of the balance owing on the Final Event Order will be due no later than 14 days prior to the wedding day by cash, cheque, money order or email transfer only. (Credit cards cannot be used for final payment.) If you require changes, please contact Wedding Reservations prior to the due date. Within 30 days no changes to the menu selection are permitted and within 14 days, no reductions to guest count are permitted; Strathmere will do everything possible to make additions, however, it cannot guarantee this will be possible. A Reconciliation Invoice will be mailed following the wedding, reflecting final adjustments.

Invoice to:

Telephone:

Mailing Address:

### PART 2: SUPPLIER AND CEREMONY DETAILS

SUPPLIER	NAME/COMPANY	TEL. NUMBER/EMAIL
Clergy		
Ceremony Music (if at Strathmere)		
Ceremony Location (if not Strathmere)		
Photographer		
Videographer		
Disc Jockey		
Florist		
Decorator		
Wedding Cake		
Other(s)		

Strathmere Ceremony Time:

OR Arrival from the Church:

**Important: Lodge & Garden House guests cannot arrive between 4:30 & 5:00pm due to Inn ceremony.**

Are you having a Receiving Line?

Yes

No

THE WEDDING PARTY	FULL NAMES
Parents of	
Parents of	
Maid of Honour	
Best Man	
Bride's Attendants	
Groom's Attendants	
Flower Girl	
Ring Bearer	
Other(s) – Indicate role in procession	