

STRATHMERE CHECKLIST "B" – DUE 6 MONTHS PRIOR TO THE WEDDING DAY
(or as soon as possible if booking less than 6 months)

FOR THE WEDDING OF:

WEDDING DATE:

FACILITY BOOKED: ~~000~~ @ ~ • ^ Lodge ~~///~~ Garden House

Strathmere Ceremony Time: OR **Arrival from the Church:**
(Please ensure it is within time frames noted on Wedding Confirmation Contract)

Estimated Meal Time:
(Allow at least two hours from start time of ceremony to start time of meal.)

Preliminary Estimate of Guest Attendance (including the wedding couple)
(Refer to Contract for Adult Minimum Requirements.)

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

Type of Meal Service:

Plated Gala Cocktail Buffet (for Lodge or Garden House only)*
* Please note maximum capacity for your facility

Food and Beverage Arrangements:
(Menu selections must be confirmed during final details no later than 1 month prior to wedding date)

I will be choosing the Wedding in Season Package

I will be choosing the Wedding for Every Season Package

I will be choosing the Gala Cocktail Receptoin

Please contact me to discuss specialty food and beverage services. Following are some of our ideas/requirements (use separate page if needed):

I have read Strathmere's Decorating Policy and will pass it along to the appropriate person.
(Please call Reservations to discuss extensive decorating plans)

I have read Strathmere House Policy on serving of alcohol and will assign someone the responsibility of assisting Strathmere with any security or alcohol-related issues that may arise.

Linen:

I will be using Strathmere's standard linen (90" round ivory tablecloth and ivory napkins)

I will be using Strathmere's Wedding in Season floor length ivory table cloths and would like to request the following napkin colour:

I would like to request specialty linen as follows:

Contact Name Tel No. (Day) (Cell)
Date Email

**IF YOU HAVE NOTED SPECIAL REQUESTS,
WE WILL CONTACT YOU WITHIN ONE WEEK FOLLOWING RECEIPT OF THIS CHECKLIST.**