

Final Appointment Checklist

Our Final Appointment will be held 7-10 days before the event date. At that time, we will need all final information for you to be confirmed and locked in. This list will give you an idea of what information we'll need.

What to bring with you, or send to us in advance:

Timeline (official, from a DJ or coordinator, or an unofficial approximate timeline of events)

Floorplan (only if we are not handling the floorplan for you. If we are, we will update during our final appointment, if needed).

What information we'll need:

Final guest count (be sure to include any vendors that will require a meal also)

Final menu selections

Any special dietary needs/allergies

For a plated, multi-entrée meal; counts of each selected entrée

Other vendor information:

Cake (bakery / flavors / sauces)

DJ (company / name)

Photographer / Videographer

Bar (if you are providing your own alcohol and/or mixers and garnishes – what will you be bringing? Any special recipes for specialty cocktails?)

Contact Information for day-of questions (coordinator, family or friend)

Other information / questions you have that you want to make sure we cover in the appointment? Feel free to make notes here and bring them with you to the appointment.