

# Wedding Planning Sheet

Please answer the following questions and read the last two paragraphs.  
This is to help plan your wedding and ensure your special day is a success.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1) **Location:** \_\_\_\_\_

Options and floor plans available at [http://www.lc.edu/facilities\\_rental/](http://www.lc.edu/facilities_rental/)

2) **Head Table**

• Number of people: \_\_\_\_\_ Provide location on submitted floor plan

• Set Up: \_\_\_\_\_

Please note: The maximum The Commons stage will hold is 20 people; ATC is 8 people.

3) **Wedding Cake**

• Provide location on submitted floor plan

• Who is doing your cake? \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Provider must have current County Health Department "Food Service Sanitation Permit"**

• Table size/shape: 72" round or 8' rectangle? \_\_\_\_\_

• Who is serving the cake, you or Lewis and Clark? (See service charges below.)  
\_\_\_\_\_

*If we serve, there must be enough cake for all guests.*

*If you are using sheet cakes, they must be a minimum of 3" high.*

**Wedding Cake Service**

Do you have serving utensils: knife and spatula? \_\_\_\_\_

*If L&C provides plates, and cuts and serves your cake, there will be a \$1/person charge.*

*If L&C provides plates and forks, and you cut and serve your cake, there will be a \$0.25 charge.*

4) **Who is the Master of Ceremonies?** \_\_\_\_\_

5) **Toast**

Are you doing one? \_\_\_\_\_

For the head table (real glasses) or the whole party (plastic glasses)? \_\_\_\_\_

*Please order champagne and glasses through the bar service you contract with.*

6) **Gift Table**

Size/shape: 8' rectangle or 72" round? \_\_\_\_\_ Provide location on submitted floor plan.

7) **Additional Table**

Size/shape: 8' rectangle or 72" round? \_\_\_\_\_ Provide location on submitted floor plan.

8) **Band or DJ?**

Who will be playing? \_\_\_\_\_

What hours are they playing? \_\_\_\_\_

Special needs besides electric outlets? \_\_\_\_\_

\_\_\_\_\_

### 9) Decorating the Room

*Availability will be determined several days prior to the function.*

*Please be aware that we do not allow helium balloons, glitter or smoke machines.*

*We will do the place settings (and the buffet if there is one) right before the event.*

*What do you need set up before hand so you can decorate?*

*\*Tablecloths on?*

*\*Skirting (we carry 8 black and 5 white)*

*\*Other tables set up? \*Anything else?*

*(\*Linen color swatches available upon request. Please contact Stacey at 468-3050 or [sharmon@lc.edu](mailto:sharmon@lc.edu))*

### 10) Costs

*Please make sure the photographer knows your timeline on service (eating). **There will be a charge for running late.** This is to ensure food quality and avoid additional labor cost.*



