

POWERS OREGON

C O M P A N Y

Client Information Worksheet

Please read over this information and be sure to pass along your vendor contacts once you have them. Eric, our chef, will work with you to plan out your meal and design the event space.

Wedding Date:

Bride's Name:

Groom's Name:

Home & Cell Phone:

E-mail Address:

E-mail Address:

Disc Jockeying Company / Live Music

Contact Person:

Phone Number:

E-mail Address:

Transportation Company:

Contact Person:

Phone Number:

E-mail Address:

Florist:

Contact Person:

Phone Number:

E-mail Address:

Cake Maker:

Contact Person:

Phone Number:

E-mail Address:

Photographer:

Contact Person:

Phone Number:

E-mail Address:

ITEMS FOR ERIC, OUR CHEF & CATERER

Do you want a pre/post dinner social time with food?

Do you want a buffet or plated dinner?

Do you plan to have a seating chart?

Do you want Eric to provide the cake and/or cake service?

INFORMATION FOR YOUR WEDDING DAY MANAGER

When do you plan to arrive at the venue?

When do you want the wedding to begin?

Do you plan to get ready at the venue?

Are you leaving in a limo or personal car after the reception?

Who will be running your rehearsal?

THINGS TO KEEP IN MIND:

Remember, you can decorate the venue but be sure to ask permission and make sure your ideas are allowed by the site. The 7 hour site rental includes the time needed to decorate but we understand if you need to get into the venue earlier in the day for more time; just be sure to ask well in advance if more time is needed.

The event manager's job is to make sure that your wedding day professionals are on task and doing a great job, this person usually will not be able to help you with decorations. The manager will be very busy on the wedding day so be sure to use your personal helper to keep track of things like the guest book table, flowers, favors etc.

BEFORE YOUR WEDDING CHECKLIST:

On www.powersoregon.com is a before your wedding checklist. This page will help you keep on task when planning your wedding at one of our venues. Please read over this section carefully and be sure to get your wedding day manager and caterer the needed info in a timely manner.

IMPORTANCE OF A SELECTING A 'HELPER'

You will have many details to keep track of on the wedding day. It is so important to assign a friend or family member with the job of helping you make sure the little things are not overlooked. Here are a few things this person can help you with.

Overseeing the decoration of the venue.

Last minute touch ups of the table and chair placement.

Setting up the guest book and gift tables.

Setting out the flowers.

Setting out the party favors.

Setting out the disposable cameras if you use these.

Helping you run the rehearsal and line up your attendants.

Getting you water and snacks on the wedding day.

A good helper is invaluable! Please take this advice from someone who has been married and forgot this step!