

30 Day Wedding Client Questionnaire

These questions are to be answered 30 days before your event. This questionnaire will ensure that your event is flawless and we are organized. If you'd like to have a PDF of this document to fill out over time, please check out the PDF link on the Resources and FAQ page by visiting here: <https://www.brookshire.biz/weddings/resources-and-faq/>

Client's Full Name *

First Name Last Name

Client E-mail *

example@example.com

Please confirm client address: *

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

Client Phone Number: *

Area Code Phone Number

What is your confirmed rehearsal time?:

Hour Minutes

What is your confirmed rehearsal date?:



Month Day Year

What time are you available to bring your personal items on Wednesday of wedding week to Brookshire?

Hour Minutes

Please select your EVENT date: *



Month Day Year

Requested Arrival Time: *

Hour Minutes

Note: Two hours before the start of your ceremony time are included as preparation for your ceremony. Additional time may be purchased by the hour at \$125.00 each before the day of the event or you may inquire about our "Pamper Package".

Ceremony Time (as listed on your actual invitations): *

Hour Minutes

Who is your personal GO TO/Event Representative for the day of the wedding? *

This person is usually a maid of honor, mom, or someone close to you that can answer questions. We try our hardest not to bother the happy couple on their wedding night with simple questions.

What is their relation to you? *

What is their phone number?: *

Where will your ceremony take place? *

If having your ceremony at Brookshire, do you plan to have the bridal party walk down the aisle together or separately?

You can also let us know at your rehearsal.

If having your ceremony at Brookshire, do YOU plan to walk the length of the building or out of the side ballroom doors?

You can also let us know at the rehearsal.

Do you need an altar table for your ceremony?

A White Altar Table can be used for candle ceremony, altar arrangements, wine ceremony, tree planting, etc.

Reception Time (30 minutes after ceremony start time. This is the start of your cocktail hour): *

Hour Minutes

When are your RSVPs due as listed on your invitations? *



Month Day Year

What is your TOTAL guest count as of now? *

*Always include bridal party and the couple as well as any children ages 2-10. We must have this number at your final meeting.

How many people at your head table?

Catering Selections

Which dinner style have you chosen for your event? *

For my appetizers, I have chosen: *

*Two Appetizers are included in all Buffet, or Family Style events. Three Appetizers are included in all Plated events. Additional appetizers are \$3.95 per person.

For my two entrees, I have chosen: *

*Two Entrees are included in your package. Additional Entrees are \$5 per person.

For my sides, I have chosen: *

*Plated Events have pre-designated sides for each dish.

Will you need children's meals? (Ages 2-8, Chicken Fingers/Gourmet Mac and Cheese/Fruit) *

Under the age of 2 will not receive a meal.

How many children's meals will you need? *

*Names and Table #'s of children must be provided at final appointment.

How many special meals will you need? (vegetarian, vegan, gluten free, etc.) *

Names and Table #'s of specialty meals must be provided at final appointment.

What special meals will you need and who are they for?

Please list names and dietary restrictions.

What meal would you like to serve your vendors (Photographer/ Outside DJs, Etc) It is \$16.95 each for a cold deli pack, \$33 each for regular hot meal, \$40 for plated events, \$45 for platinum plated events) *

We require that you feed your vendors. We will take care of any vendors provided by Brookshire directly (our DJ) free of charge for you.

How many vendor meals will you need? *

Remember to include assistant photographers, videographers, etc.

Beverages/Bar

All packages include the following: Unlimited Beer and Wine for 4.5 hours

Budwesier, Bud Light, Michelob Ultra, Yuengling Lager

Cabernet, Merlot, Chardonnay, White Zinfandel, Moscato

Soft Drinks: Pepsi, Diet Pepsi, Sierra Mist

Coffee, Decaf, Water, Iced Tea

If you are interested in liquor for your bar, please select which level.

- | | |
|---|---|
| Cash Bar, \$7 per drink (No Charge to Couple) | Unlimited House Liquor (\$7 per person) |
| Unlimited Premium Liquor (\$10 per person) | Unlimited Platinum Liquor (\$15 per person) |
| My Package Already Includes Unlimited Liquor | |

Do you want to add a champagne toast?

\$3 per person

Are you interested in adding a craft keg of beer or cider?

Which craft keg varietal would you like to add?

Kona Longboard Lager Elevator 3 Frogs IPA
312 Urban Wheat Breckenridge Vanilla Porter
McKenzie's Black Cherry Cider Interested in Other Offerings!

Are you interested in adding a signature drink to your package?

Would you like any additional drinks other than ice water available in the suites before your ceremony? Please explain. *

Outside drinks CANNOT be brought into Brookshire at any time. You will forfeit your \$450 security deposit.

Floral

Have you already chosen your centerpieces with our florist? *

Is our florist assisting you with your ceremony flowers? *

Would you like to rent our glass tealight candles and holders for your guest tables? *

\$1 per votive

Are you bringing in any additional items for the florist to use on your centerpieces or ceremony flowers? If so, write these items in the space provided. *

Items must be brought to Brookshire the Wednesday of Wedding Week.

Cake

Would you like us to SERVE or SAVE the top layer of your cake? *

Will you have flowers on your cake provided by our florist? *

We need to know this information ahead of time so that our pastry chef can put them on the cake properly.

Please list in the space provided any cake decorations you plan on bringing yourself. (Topper, Silk Flowers, Ribbons, Gems, etc.) *

Items must be brought to Brookshire the Wednesday of wedding week.

How many tiers of cake are you expecting? *

Final amount of tiers is dependent on the amount of guests you end up with as a friendly reminder.

Please confirm the flavors and fillings for each layer of cake starting at the bottom. *

If you do not know, please get this information directly from Cindy, Enticing Icings.

Would you like to use our cake knife and server at no additional charge? *

It is a clear crystal set.

What type of cake stand would you like to use? *

Any additional comments:

DJ/Entertainment

We are using the Brookshire DJ for... *

Our DJ's Name is:

Have you filled out your paperwork with our online DJ service? *

Will you have live music for your ceremony?

Do you need microphones for your ceremony?

We will need to notify our DJ if you need any microphones. If you have chosen not to use our DJ, microphones are not available. Your Outside DJ must provide them with his sound equipment.

Have you hired a live band for your reception? *

Are you planning on doing a sparkler send-off at the end of your reception? *

We must be notified of this in advance. Thank you.

Have you pre-ordered sparklers from Brookshire for your sparkler send-off? *

We must have this order 30 days prior to your event.

Any additional comments:

Linens

Did you submit a pre-order 90 or more days before your event? *

*Linen colors may not be guaranteed if we do not have a pre-order in the system.

What color of table linen would you like? *

*All options can be found by visiting our Wedding Floral and Linen Gallery in a separate browser.

What color of napkin linen would you like? *

*All options can be found by visiting our Wedding Floral and Linen Gallery in a separate browser.

Are you interested in specialty linens? (i.e. overlays, runners, chair sashes, etc?)

Do you want to rent our acrylic chargers? *

These go under each person's plate as a decorative item on the table. We have silver and we have gold.

Additional Information

Are there any package additions you would like to add? (i.e. Pamper Package, Sparkle It Up, Pre Ceremony Water Station, etc)

*These can be found in the Multiply the Fun Document.

Do you want to add the heat lamps? *

Do you want to add the firepit? (\$100) *

Do you want to add the lighted fabric backdrop behind the head table? *

\$249.00

What is your color scheme?

If you have Light Up Your Night, what perimeter lighting color would you like?

*We can test these out at your final appointment if you're not sure.

Do you or your vendors need any additional tables?

*\$10 per additional linen. If we are not notified at the final appointment, additional tables cannot be provided.

Will you have a seating chart?

We highly recommend a seating chart in all cases. Please be sure to have your seating chart completed when you come to the final appointment. We must know how many chairs per table to add up to your final guest count.

Would you like to use our table numbers?

Which table numbers would you like to use?

PICTURED ABOVE

I understand the rain plan in my contract. If I want Brookshire to split my ballroom in half, I must notify Brookshire by Wednesday evening of my wedding week. Otherwise, it is California style and must be decided two hours before the ceremony. *

Please type your full name here.

I understand the NO GLITTER policy in my contract. I will not bring in any items with glitter to the facility. If Brookshire finds glitter on any of my items, my \$450 security deposit will be forfeited. *

Please type your full name here.

Contacts

You're almost done...

What is your photographer's name/company? *

What is your photographer's phone number? *

What is your photographer's e-mail address? *

If you do not know this - please make sure to have this information at your final appointment.

What is your videographer's name/company?

What is your videographers phone number?

Please list ALL of your other vendors and their telephone number as well as e-mail address. This is extremely important for us to have. *

What is your means of transportation for the bridal party and guests?

Please list the hotel you've worked with and their complete contact information.

You're officially ready to finalize all details in person with us. In our consultation room, we have space for two to three other people to join you. Please remember to bring the following to your on-site appointment:

1. Any Seating Charts/Final Count - We are unable to wait past the final appointment for your final count.
2. Your Security Check of \$450.00 made out to Brookshire Banquet LLC (to be stapled in your folder and not cashed unless there are major damages to the facility or guests bring in outside alcohol)
3. Final Payments - Please refrain from making these payments prior to the appointment.
4. Your Excitement!