

## Wedding Checklist

(Information we require at least 2 weeks in advance of the wedding)

Name \_\_\_\_\_ Wedding Date \_\_\_\_\_

**Approximately how many guests do you expect?** *We will need confirmed number 3 days in advance.*

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**Will you be holding your wedding ceremony here? Space for ceremonies is available between 4:00 and 6:00 pm.** *Upstairs lounge next to the Winspear Room \$300.00  
Saskatchewan Room \$200.00*

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**Will you be having your receiving line here? What time?**

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**What time are guests arriving? What time would you like the dinner served?**  
*We recommend at least one hour between cocktail and dinner. Dinner service from start to finish takes approx. 1 hour and 20 minutes. We request that no speeches be made from the time we begin serving salads, until after dessert and coffee have been served.*

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**Menu Selection (please pick one salad, one main course, one dessert for everyone)**  
*Please let us know of any special meal or dietary requests 3 days in advance along with your final numbers and seating plan.*

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**What type of bar service would you like before and after dinner?**  
*(Host, cash, Twoonie, tickets, or any combination thereof.) Bar is closed during dinner usually, and closed for the evening at 12:30am, and dancing is permitted till 1:00 am. Please do not announce last call at the bar.*

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**Wine Selection for dinner service (one red and one white)** *we also have a non-alcoholic raspberry sparkling wine to offer to non-drinkers. All wines must be supplied by us.*

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**Would you like us put wine bottles on each table or prefer staff served?**

Served

On table

**For a cash Bar or Twoonie Bar, do you wish a host bar for the Head table?**

Yes

No

**Will you have a seating plan? How many for the head table?** *Seating plan is on our website; please let us know at least 3 days in advance.*

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**Will you be playing music/DJ & dancing? If so, as SOCAN fee will apply.**  
*Charge of \$41.13 for groups under 100, \$ 59.17 for groups over 100.*

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**Would you like white table cloths and white napkins?** *If you wish to bring your own linens please drop off in the office the day before your wedding by 2:00pm, we will set it up for you with no extra charge.*

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**Would you like to order midnight lunch? What time would you like us to serve?**  
*Midnight lunch menu available on website.*

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## **Extra Details:**

### **Table arrangements & Decorations**

**We will provide head tables, guestbook, gift and cake tables, draped to the floor in white linen as well as a screen, podium and microphone (no extra charge). *All gifts, decorations, and other items must be taken with you at the end of the evening.***

**Your responsibility is table decorations, flower, wedding cake and music arrangement; you will have access to the room anytime after 9:30 am on your wedding date.**

### **Personal Insurance**

**We also suggest that you inquire with an insurance agent regarding 24 hour personal liability insurance for the function.**

### **Parking information**

**Parking is available in The Faculty Club parking lot, located on 116th Street and Saskatchewan Drive. Extra parking is also available in the Windsor Car park (same entrance as Faculty Club parking lot). Parking would be charged \$ 2.00 per car after 5:30 pm on Fridays, Saturdays are free.**

### **Payment information**

**All payments at the end of the function must be made to “The Faculty Club” by cheque only, no cash, and no credit cards. Your deposit will be subtracted from your total bill.**

## **Important Notice:**

**All Alcohol beverages must be purchased from The Faculty Club, if we find any empty Liquor Bottles during your function, a minimum of \$300.00 penalty fee will be applied to your wedding bill. Please advice your guests accordingly. Thank you.**

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