

Thank you for choosing Sodexho and Western Illinois University for your Wedding Reception. The following questions are guidelines for us to make your event complete. Please answer as many of these questions as possible before your appointment with the wedding event coordinators. We are looking forward to serving you on your special day.

Your mailing address _____

Your daytime phone number _____

The date of your reception _____

Your scheduled room in the Union _____

Your approximate attendance _____

Your names(bride and groom) _____

Where are you getting married and what time? _____

Are you having your pictures taken before or after the ceremony? _____

Will you have a receiving line at the reception? _____

Who are your host and hostesses? _____

How many people will be at the head table? _____

What time will your reception begin? _____

Please give us a brief sequence of events for your reception. _____

What are your linen colors? _____

Do you have extra tables that need skirts (cake, gift, etc..)? _____

Who is your DJ and when will they arrive? _____

What time/day will you be decorating? _____

Would you like to rent centerpieces? Will you want them on the head table as well? _____

How many centerpieces will you need for the dining tables? _____

Do you need reserved signs (how many and where?) _____

Who is preparing your cake and when will they arrive? _____

Who will be cutting the cake? _____

Do you have mints and nuts or should we provide them? _____

Do you need bowls and plates for the mints and nuts? _____

Do you want punch at the cake table? _____

Do you want a punch bowl or fountain? _____

What time does the bar open? _____

Would you like a soda machine? _____

Is this an open or cash bar? _____

If you want kegs how many and what type of beer? _____

Is there to be a tab at the bar for anyone special? _____

Do you have a limit on this tab? _____

Would you like champagne? We can serve or preset. _____

Do you prefer champagne flutes or shells? _____

Will the bride and groom need glasses to toast with? _____

Would you like the option of sparkling grape juice? _____

Who will be paying the bar bill at the end of the evening? _____

Credit Card information (optional) _____

The Event:

Would you like appetizers? At what time? _____

Is this a buffet or served meal? _____

How will the wait staff be able to differentiate the entrees for a served meal? _____

What time is dinner to be served? _____

Would you like us to wait for the bride and groom before dinner is served? _____

Your Menu _____

Do you need us to release tables for a buffet meal? _____

Do the buffet tables need to be removed after dinner? _____

Are there any special requests for the Chef due to health reasons? _____

Do you need children's meals and approximately how many? _____

Approximately what time do you think your event will be over? _____

Thank you for taking time to get these thoughts together. If you have any questions before your meeting feel free to call us at 309-298-1292 and we will be glad to help in anyway we can.