

Wedding Information and Timeline

Wedding Timeline:

Wedding Date: _____ Member Name: _____

Bride & Groom Name: _____

Estimated Guest Count: _____ Ceremony Location: _____

Start Time: _____ End Time (Approximate): _____

How long do you estimate for photos afterwards? _____

(please note that if you are not taking any photos before the ceremony, this will be at least 30-45 minutes if not more)

Reception Set-up:

Is there a Bride's cake? _____ Is there a Groom cake? _____

Would you like an Easel for a Bridal Portrait? _____

What type of musicians will there be (band, DJ, string quartet, etc.): _____

Are you ordering linens from somewhere besides the Headliners Club? _____

Will you be using Headliners cake knife/server? _____

Will you be bringing toasting glasses or using Headliners? _____

Will you be giving away any favors? _____

Reception Timeline:

About what time will the first guests arrive? _____

About what time will the Bride and Groom arrive? _____

What time would you like to have the buffet opened/dinner served? _____

What type of bar served would you like? (circle one):

House Brands Call Brands Premium Brands All Types

When would you like to have the First Dance? _____

When would you like to cut the cake(s)? _____

Will there be any toasts? _____

Will you be having a Bouquet and Garter toss? _____

Will there be a Rose Petal, Lavender or Confetti Toss? _____

When do the Bride and Groom plan to depart? _____

Is there some type of departing transportation for the Bride & Groom? _____

Additional Items:

Who will be responsible for gifts at the end of the evening?_____

Would you like to pay the parking fee for your guests?_____

*(all guests of the Headliners Club receive discounted parking, \$5.00/car;
if you would like to pay for your guests' parking it is \$6.00/car)*

Florist:_____

Band or DJ:_____

Photographer:_____

Videographer:_____

Ice Sculpture:_____

Specialty Linens:_____

Rental Items:_____

Paper is not permitted to be hung on any Club walls.

*Prices subject to change Please Contact the Catering Department for information
about any items not listed above.*

Miscellaneous Club Usage Charges

Non-Member Fee (Main Dining Room) \$525.00

Non-Member Fee (Trustees & McBee Rooms) \$250.00

Early Open Fee (Before 9:00 a.m.) \$ 50.00

Cancellation Fee – based on the date cancelled, additional charged vary

Band/Late Night Charges \$200 - \$400

(Applies to any event after 11:00 p.m. Mon-Thurs & 12:00 a.m. Fri- Sat)

Please note that The Headliners Club is not responsible for outside vendors' property and/or equipment.