

Final Meeting Checklist

Please bring the following with you if possible:

- Your final number of guests attending (Including you)
- Meal count (We highly suggest adding a few extra meals to each choice - It is always best to have extra since guests will often change things last minute)
- List of appetizers and how many (We can help determine amount)
- List of late night snacks and how many (We can help determine amount)
- Meals/seats per table for plated (See below example; please include any vendor meals on this list as well)

Table 1 (8 people)

3 Chicken

4 Steak

1 Children's Meal

Vendor Meals

DJ (1 Steak) *You do not need to provide a meal for PEC DJs*

Photographers (2 Chicken)



- Number of seats per table
 - Plated (Include with meals per table list - see example above)
 - Buffet with assigned seats (Provide list with number of guests at each table)
 - Buffet without

assigned seats (Normally 8 people per round table, 10 per rectangular)

- Name card key (Some kind of code to differentiate the meal choices)
- Your cake topper
- Slideshow on a USB drive (Acceptable formats include PowerPoint, Windows Media Player, DVD, *NOT MAC*)
- Final payment is due at least 16 days before event (Check, cash, Visa, MasterCard, or Discover)

What we will do:

- Go over every detail of your file and update as needed
- Room layout
- Final invoice

Final Meeting Checklist



- Final payment if ready

Other important information:

- In-House DJ
 - <http://www.profileeventcenter.djintelligence.com/planning/planning.asp?ID=Wedding> This is a wedding form where you can input first dance, wedding party names, if you want a dollar dance, etc.
 - <http://www.profileeventcenter.djintelligence.com/music/> This form will give you a chance to request songs for the night. It also has a feature to list songs that you don't want to hear.
 - To save the planning form and request list, hit the "Save my list" tab and enter your email address and the date of your wedding. You can go back as many times as you want to make any changes.
- Please add all vendors you would like to serve into your meal count and include them on your meal list so our servers know who gets which meal. Most hosts feed the photographers and the outside DJ. If you have other vendors you would like to feed please note them on the list as well.
- Let us know if you would like to use our table numbers and stands. You may also use the stands with your own numbers.