

Planning the Details



Time to start planning!

Remember, you are not locked into these details; we can change it at any time.
We look forward to working together!

Event Details

Small Table on Stage

Yes No

Chairs on Stage

Yes No

How Many: _____

Podium on Stage

Yes No

Microphones

Yes No

How many and what type (*Wireless, lavalier, stand*): _____

Other Event Requirements

(*Ex: Slideshow, audio visual, music*)

SETUP & DECOR

Estimated Number of Guests: _____

Table Choices

Round Rectangular Combination

Cake Table

Yes No

Gift Table

Yes No

Registration Table

Yes No

Cocktail Tables

Yes No

How many? _____

Cocktail Stools

Yes No

How many? _____

ROOM DECORATIONS

Centerpieces*

Yes No

**Please see centerpiece pricing on website*

Hallway Candlelight Package (\$125)

Yes No

Sprinkled Rose Petals in Hallway (\$95)

Yes No

Sprinkled Rose Petals on Tables (\$10 per Table)

Yes No

Sprinkled Beads in Hallway (\$50)*

Yes No

Sprinkle Beads on Tables (\$50)*

Yes No

**Bead Color Options: Clear, Black, Red, Transparent Pink, Transparent Amber, Blue, Crystal Diamond, River Stones*

Casablanca Hall Drapery or Café Lights Package (\$375)

Yes No

LINENS

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Tablecloth Choices (Complimentary)

White Black Ivory

Floor Length Tablecloths (\$10 per table)

White Black Ivory

Tablecloth Overlay (\$100 Entire Room)

Pending Availability

Specialty Floor Length Tablecloth (\$16 per table)

Ivory, Champagne or Burgundy Rushed
Satin, Champagne Round Fringe, White
Fringe

Specialty Tablecloth Overlay (\$10 per table)

Black and White Damask, Hot Pink Polka
Dot, Burgundy Polka Dot, Navy Blue, Light
Blue, Lime Green, Purple, Ivory Swirl,
Transparent Gold, Silver Swirl

Napkin Choices (Complimentary)

White, Black, Ivory, Sandalwood, Gold,
Grey, Burgundy, Forest Green, Lemon
Yellow, Light Blue, Navy Blue, Royal Blue,
Peach, Light Pink, Lilac, Dark Purple, Red,
Sea Foam Green, Brown, Burnt Orange

Chair Covers (\$2 each)

Yes No

White Black Ivory

Sashes (\$1.50 each)

Yes No

White, Ivory, Black, Silver, Gold, Burgundy,
Hot Pink, Violet, Plum, Royal Blue,
Midnight Blue, Dark Teal, Red, Yellow,
Lime Green, Lilac, Coral

TABLE SET UP

Style

_____ Plated*
_____ Appetizer
_____ Buffet (Recommended 175 guests and
below)
_____ Family Style (Upcharge of \$2.00 per
person)
_____ Nothing

Plated Meal Plate Chargers (Per Seat)*

White (Complimentary) Silver (\$1.50)
Raspberry (\$1.50) Gold (\$1.50)

Table Numbers/Stands from Profile (Complimentary)

_____ Table number and stands
_____ Stands only
_____ NO table numbers or stands

Wine Glasses (at table for wine pour)

Yes No

Champagne Flutes (for champagne toast)

Yes No

Napkin Fold (Complimentary)

_____ Triangle
_____ Pocket
_____ Fan
_____ Fleur de Lis
_____ Rose (\$150)
_____ Birds of Paradise (\$150)

BAR

Champagne/ Wine Pour (\$3.75 per Adult)

Yes No

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Drink Tickets

Yes

No

House Beer (\$3.65)

House Wine and Beer (\$3.95)

Premium Wine and Beer (\$4.45)

House Wine, Beer, and Liquor (\$4.65)

Premium Wine, Beer, and Liquor (\$4.95)

Premium Wine, Beer, & Top Shelf Liquor (\$5.25)

Quantity: _____

Hosted Bar

House , Premium, or Top Shelf

Wine_____ Beer_____ Liquor_____

How many hours_____ Times_____

Secondary Bar (Casablanca Hall Only)

Would you like the Lounge Bar open?

Yes

No

Unlimited Soda & Juices (\$2 per Person)

Yes

No

FOOD

Appetizers

Selections and quantity:

Entrees

Salad: _____

Entrees & Sides: _____

Cake/Dessert

Cake Selection & Amount:

**Please bring a photo of your desired design to your detail meeting. Your Event Coordinator will discuss details with you!*

Cupcake Selection & Amounts:

S'mores Bar (3 Hours) Yes No

Candy Bar (3 Hours) Yes No

Fondue Fountain (5 Hours) Yes No

Ice Cream Bar (2 Hours) Yes No

Popcorn Machine Yes No

Plated Dessert or Mini Dessert Selection:

Late Night Snacks

Selections:

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Please provide band name, type of music, set times, and any requirements

SOUND/AUDIOVISUAL

In-House DJ (\$475 for 6 hours, \$50 each additional hour)*

Yes ☐ No ☐

Requested Hours: _____

** We will assign your specific DJ around 1-2 months prior to your reception and they will contact you to go over details around 2 weeks before your date*

**You may start filling out your DJ form online by going to our "Information" section, clicking on "In-house DJ", "Planning Form" and "Wedding."*

In-House Photo Booth (\$595)

Yes ☐ No ☐

Props & Guest Book (\$200)

Yes ☐ No ☐

Slideshow *

Yes ☐ No ☐

_____ Play Once
_____ Continuous Loop

**Acceptable slideshow formats are: DVD, USB drive with file of photos, PowerPoint, and Windows Media Player. MAC formats are not compatible with our system.*

Name Projected on Wall and Dance Floor

Yes ☐ No ☐

Live Music/Band

Yes ☐ No ☐

Please have your band contact our onsite technician Ron at profilecenter@email.com to go over setup requirements

LIGHTING

Lighting is customizable and something to keep in mind when choosing your color scheme and décor! There are many options and your Event Coordinator will go over them with you

Room Color

Hallway Color

Bar Color

The room lighting can also change during transitions, such as Ceremony to Reception to Dancing!

TIMELINE

Setup (if applicable)

Time: _____

Who: _____

Earliest Guest Arrival Time: _____

Hosted Bar Times: _____

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Appetizer Time:_____

Presentation Time:_____

Welcome

_____ Welcome (Who_____)

Dinner Time*:_____

**1/2 hour flexibility required while planning*

Slideshow Time:_____

Speeches Time*:_____

**The best time is near the conclusion of dinner, after or before a slideshow*

Late Night Snacks Time:_____

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CONTACT INFORMATION

General Contact Information

Telephone:
Bride _____
Groom _____
Email:
Bride _____
Groom _____
Address:

Day of Contact Person

Name & Relation to you:

Telephone:

E-Mail:

Outside Vendor Contact Information

Photographer/Videographer:
Name _____
Phone _____
Photo Booth:
Name _____
Phone _____
Florist:
Name _____
Phone _____
Transportation/ Limo:
Name _____
Phone _____

Outside DJ:
Name _____
Phone _____

Officiant (*if on-site ceremony*):
Name _____
Phone _____

Profile Event Center **Contact Information** 612.331.5000

Sara Lybarger (Event Coordinator)
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