



# WEDDINGS

*at Columbia Country Club*

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# Welcome to Columbia Country Club!

It's wonderful to meet you. I'm Devin Kaufman, Director of Special Events here at Columbia Country Club. Congratulations on your engagement!

I'm so excited to assist you with your upcoming wedding. With many years of experience in the event and hospitality industry, I have executed and coordinated occasions of all sizes and styles.

At CCC, I work to ensure the planning process - and day-of coordination! is smooth sailing from beginning to end. Please feel free to reach out, as I would love to tell you more about what our unique venue has to offer!

Devin Kaufman  
Director of Special Events  
devin@columbiacc.net  
(573) 449-4115 x1500





Columbia Country Club has been a historic staple in the Mid-Missouri area for over 100 years.

CCC has a rich history dating back to 1921. Our timeless space includes many modern amenities to serve you on your special day, outlined here in our Wedding Packet.

We look forward to learning more about what you envision for your wedding day!



# OUR EVENT SPACES



## THE GRAND BALLROOM

Our largest indoor space, The Grand Ballroom holds a romantic and elegant, yet traditional charm. The full space holds 220-250 and includes a dance floor and large bar.



## THE MCALESTER ROOM

The perfect space for meetings, The McAlester Room is also a great size for bridal/couples showers, or an intimate dinner. The full space holds up to 75 people.



## THE VERANDA

This breezy space with panoramic views of the golf course is ideal for small ceremonies or gatherings, an outdoor lounge, or cocktail hours. With string lights included, this space is functional for up to 100 people.



## THE EVENT LAWN

This perfectly manicured lawn space creates beautiful outdoor ambiance for a large ceremony and is highly customizable with various rentals such as tents, dance floors and string lights. The full area is suitable for 300+ people.





## Our Amenities Include:

- On-Site, Day-Of Coordinator
- Timeline Consultation
- Seating Layouts
- Vendor Recommendations
- Bridal Suite & Groomsmen Lounge
  
- Complimentary Champagne Greeting for All Guests
- Cake Service
- Picture-perfect Photo Locations
- Complimentary Round of Golf for 2, Wedding Party Golf Discounts
  
- Free Room Rental for Rehearsal Dinner/Day-After Brunch
- Worry-Free Breakdown Service Post-Reception with Next Day Pick-up
  
- Projector and Screen
- In-House Surround Sound
- Professional Staffing
- High Speed WiFi
- \* Additional Rental Add-ons





# BREAKFAST MENU

LISTED PRICING IS PER PERSON

## CONTINENTAL BREAKFAST: \$10

Fresh Cut Fruit

Pastries

Muffins & Dessert Breads

Served with Butter & Jam

## PARFAIT BREAKFAST: \$16

Mixed Berries & Fruit

Granola

Greek Yogurt

## CLASSIC BREAKFAST: \$20

Fresh Cut Fruit

Roasted Potatoes

Biscuits & Sausage Gravy

Scrambled Eggs

Choice of One: Applewood Smoked Bacon, Sugar Cured Ham or Maple Sausage Links

## PANCAKE BREAKFAST: \$20

Pancakes with Butter & Syrup

Seasonal Fruit Display

Scrambled Eggs

Roasted Yukon Potatoes

Choice of One: Applewood Smoked Bacon, Sugar Cured Ham or Maple Sausage Links

## SUMMER BREAKFAST: \$22

Berry & Mint Salad, Greek Yogurt & Granola

Vegetable Frittata or Scrambled Eggs with Chives & Cheese

Croissants & Assorted Pastries

Pearl Sugar Waffles & Syrup

Choice of Two: Applewood Smoked Bacon, Sugar Cured Ham or Maple Sausage Links

## MISSOURI BREAKFAST: \$22

Biscuits & Gravy

Country Fried Steak or Crispy Fried Chicken

Waffles & Syrup

ALL MENU CHOICES INCLUDE  
COFFEE & ORANGE JUICE



# LUNCH MENU

LISTED PRICING IS PER PERSON

## SOUP, SALAD & SANDWICH BUFFET: \$25

CHOOSE 1 SOUP, 1 SANDWICH, 4 TOPPINGS & 2 DRESSINGS

### SOUPS

Tomato Herb  
Clam Chowder  
Chicken Tortilla  
Philly Cheesesteak  
Broccoli Cheddar  
Chili

### SANDWICHES

Roast Beef & Cheddar  
Ham & Swiss  
Smoked Brisket  
Smoked Turkey & Swiss  
Tuna Salad  
Chicken Salad

### SALAD TOPPINGS

Tomatoes  
Red Onion  
Hard Boiled Eggs  
Bacon  
Broccoli or  
Carrots  
Shredded Cheese  
Croutons

### DRESSINGS

Buttermilk Ranch  
Chipotle Ranch  
Italian  
Balsamic Vinaigrette  
Raspberry Vinaigrette  
Bleu Cheese

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## CREATE YOUR OWN: \$30

INCLUDES HOUSE SALAD, WARM ROLLS WITH BUTTER & COOKIES. CHOOSE 1 ENTREE, STARCH & VEGGIE

### ENTREES

Beef Brisket  
Grilled Chicken Breast  
Roast Herb Chicken  
Atlantic Salmon

### STARCHES

Garlic Mashed Potatoes  
Roasted Yukon Potatoes  
Pasta with Rose Cream Sauce  
Wild Rice Pilaf

### VEGETABLES

Vegetable Medley  
Green Bean Amandine  
Grilled Marinated Vegetables

*Options Continued >*

# LUNCH MENU

LISTED PRICING IS PER PERSON

## CHEF'S CHOICE: \$20

Chef's choice of protein, starch & vegetables, house salad with ranch & balsamic dressings, rolls with butter and cookies.

## CHILI COOK-OFF: \$22

House chili with bacon bits, shredded cheese, green onions and sour cream. Served with a house salad and rolls.

## DELI PLATTER: \$20

Smoked turkey, roast beef, sugar cured ham and salami served with assorted breads, condiments, kettle chips, lettuce, tomato, red onion, pickles and potato salad.

## ITALIAN CLASSIC: \$22 / \$28 DINNER

Chicken alfredo and linguini bolognese served with a caesar salad, buttered vegetable medley and garlic breadsticks.

## TACO BAR: \$22 / \$28 DINNER

Grilled spiced chicken and seasoned ground beef served with tortilla chips, soft flour tortillas, queso, diced tomatoes, sliced black olives, jalepenos, red onion, cilantro, black beans, shredded lettuce, guacamole, sour cream, house salsa and chipotle hot sauce. Add steak or shrimp +\$2

## OFF THE GRILL: \$22 / \$28 DINNER

Quarter-pound hamburgers, grilled marinated chicken and Nathan's quarter-pound hot dogs served with pasta salad, coleslaw, kettle chips, assorted breads & buns, condiments and garnishes.

## CCC SMOKED MEATS: \$26 / \$32 DINNER

Slow smoked sliced brisket, bone-in BBQ rubbed chicken and tender pulled pork served with baked beans, potato salad, coleslaw, assorted breads, condiments and house salad.



# APPETIZERS

LISTED PRICING IS PER PERSON

## ARTISTIC DISPLAYS

### **CHEESE & CRACKER DISPLAY: \$6**

Domestic and imported cheese and crackers, garnished with fresh fruit.

### **FRESH VEGETABLE CRUDITE: \$5**

Served with buttermilk ranch, add roasted garlic hummus: +\$1

### **SEASONAL FRUIT DISPLAY: \$6**

Fresh melon, pineapple and berries

### **CHARCUTERIE BOARD: \$8**

Cured ham, capitol, salami, prosciutto, assorted sausages, herb marinated vegetables and fresh mozzarella

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## COLD SELECTIONS

### **TOMATO & BASIL BRUSCHETTA: \$6**

Served on a toasted crostini

### **CLASSIC SHRIMP COCKTAIL: \$13**

Served with spicy cocktail sauce and fresh lemon

### **DELI SLIDERS: \$8**

Roast beef, ham, turkey, tuna salad or chicken salad on rolls with assorted condiments

### **CHIP & DIP DISPLAY: \$7**

Pick 3: roasted corn & black bean salsa, mango key lime pico de gallo, chile lime crema, house salad, fresh guacamole

### **SHRIMP CEVICHE: \$11**

Served with grilled naan

### **MINI MUFFULETTA: \$9**

Cured meats, olive salad, and provolone on a toasted baguette

### **COLD SMOKED SALMON CROSTINI: \$10**

Served with herb cream cheese

### **PIMENTO CHEESE CROSTINI: \$10**

Served with bacon onion jam

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## HOT SELECTIONS

### **SPICY SHRIMP REMOULADE: \$12**

Spicy sautéed shrimp on fried green tomatoes with remoulade

### **SPINACH & ARTICHOKE DIP: \$11**

Served with tortilla chips

*Options Continued >*

# APPETIZERS

LISTED PRICING IS PER PERSON

## HOT SELECTIONS, CONT.

### **PORK GYOZA: \$10**

Pork potstickers served with sweet soy dipping sauce

### **BUTTERED PRETZEL BITES: \$8**

Served with queso

### **TOASTED RAVIOLI: \$9**

Served with marinara sauce

### **CHICKEN WINGS: \$11**

Smoked or breaded with buffalo, BBQ, teriyaki or sweet chili

### **MAC N' CHEESE BITES: \$8**

Fried, bite-sized portions of creamy macaroni and cheese

### **GREEN CHILE PORK QUESADILLAS: \$10**

Slow braised pork with green chile sauce

### **VEGETARIAN SPRING ROLLS: \$9**

Served with sweet chili sauce

### **CHORIZO BANH MI SLIDERS: \$10**

Share chorizo patty on a slider bun with marinated vegetables and cilantro

### **HOT SLIDERS: \$11**

Your choice of grilled certified black angus burger, pulled pork, or crispy chicken thighs on a dollar roll

### **CRAB CAKES: \$12**

Pan fried and served with lemon chive remoulade

### **CHICKEN SATAY: \$8**

Teriyaki glazed chicken skewers

### **STUFFED MUSHROOMS: \$9**

Stuffed with Italian sausage and cream cheese

### **COCKTAIL MEATBALLS: \$9**

Served with BBQ, teriyaki, sweet chili or marinara sauce

### **BREADED CHICKEN TENDERS: \$11**

Served with your choice of buffalo, BBQ, teriyaki or sweet chili sauce





# DINNER MENU

LISTED PRICING IS PER PERSON,  
WATER, ICED TEA & COFFEE INCLUDED

## BUFFET

One Entree: \$30

Two Entrees: \$34

## PLATED

One Entree: \$36

Two Entrees: \$39

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## ENTREE OPTIONS

### POULTRY

Marinated Chicken Breast with Champagne  
Beurre Blanc

Roasted Herb Chicken with Grand Mariner  
Orange Sauce

Caprese Chicken with Fresh Basil,  
Mozzarella, Shallots & Balsamic Reduction

Crispy Fried Chicken: +\$4

Citrus Teriyaki Glazed Duck Breast with  
Caramelized Onion: +\$5

### PORK

Roasted Pork Loin with Stone Ground  
Mustard Cream Sauce

Blackened Pork Chops with Sweet Apple  
Whiskey Glaze

Braised Pork Shoulder with Sherries  
Mushroom Reduction

Garlic Herb Boursin & Cranberry Stuffed  
Pork Loin with Whiskey Glaze: + \$4

### BEEF

Braised Beef with Natural Au Jus &  
Horseradish Sauce

Guinness Braised Short Ribs with Pearl  
Onion Jus: +\$4

CCC Prime Rib Roasted with Coarse  
Ground Pepper & Kosher Salt, Served  
with Au Jus & Horseradish Sauce: +\$6

Sliced Beef Tenderloin with Wild  
Mushroom Demi: +\$7

### SEAFOOD

Crispy Catfish with Lemon & Meunière  
Cream Sauce

Sautéed Shrimp with Shallot, Garlic &  
Parmesan Butter: + \$6

Creole Seared Salmon with Lemon Dill  
Dijon Sauce: +\$7

Brown Butter & Herb Seared Diver  
Scallops: +\$10

*Options Continued >*

# DINNER MENU

LISTED PRICING IS PER PERSON

## VEGETARIAN MEAL OPTIONS:

### **PASTA PRIMAVERA: \$20**

Vegetables sautéed with shallots & herbs, tossed with tricolor rotini, parmesan and roasted in garlic olive oil

### **CURRY RICE BOWL: \$20**

Sautéed seasonal vegetables in a coconut curry broth

### **WILD MUSHROOM & PARSNIP SHALLOT RAGOUT: \$20**

Served with a creamy gouda polenta

### **VEGETABLE STIR-FRY: \$20**

Stir fried bell peppers, onion, shiitake mushrooms, carrots, water chestnuts and red cabbage with garlic and ginger on rice noodles

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## SIDE CHOICES: CHOOSE TWO

Garlic Mashed Potatoes

Roasted Yukon Potatoes

Au Gratin Potatoes

Mac & Cheese

Pasta with Rosa Cream Sauce

Wild Rice Pilaf

Buttered Vegetable Medley

Green Bean Amandine

Grilled Marinated Vegetables

Buttered Asparagus

Roasted Root Vegetables

Fajita Vegetables

Mexican Street Corn

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## BREADS & SALADS: CHOOSE 1 EACH

### **BREADS**

Warm Rolls

Garlic Bread Sticks

Garlic French Baguette

### **SALADS**

Classic Caesar

CCC House

Spinach Berry: + \$1

*Options Continued >*

# DINNER MENU

LISTED PRICING IS PER PERSON

## CHILDREN'S MEALS

PLATED SERVICE: \$16/CHILD

DINNER BUFFET: 50% OFF ADULT PRICING

### MAIN ENTREES: CHOOSE ONE

Crispy Chicken Tenders

Grilled Cheese Sandwich

Mini Corndogs

Hamburger Sliders

### SIDES: CHOOSE ONE

French Fries

Fresh Fruit

Apple Sauce





# DESSERT MENU

LISTED PRICING IS PER PERSON

## **SUNDAE BAR: \$8**

Vanilla Ice Cream served with Assorted Sauces and Toppings

## **PUDDING CAKE: \$8**

Coffee & Chocolate Infused Cake served with Whipped Cream

## **NEW YORK CHEESECAKE: \$9**

Creamy Classic Cheesecake Topped with Fresh Berries

## **BROWNIE TRAY: \$5**

Dusted with Powdered Sugar

## **MINIATURE MOUSSE SHOTS: \$8**

With Fresh Whipped Cream and Mint

## **SOPAPILLAS: \$8**

Crispy Fried Tortilla Dough tossed in Cinnamon Sugar and served with Honey. Add Vanilla Ice Cream: + \$4

## **GERMAN CHOCOLATE CAKE: \$8**

Layered Chocolate Cake with Coconut Icing

## **CHEESECAKE BITES: \$7**

Tuxedo, Vanilla, Chocolate Chip, Lemon, Raspberry and Amaretto Almond Cheesecake Bites

## **SEASONAL BERRY SHORTCAKE: \$9**

Triple Berries served on Shortcake with Whipped Cream and Mint

## **PETITE SQUARE VARIETY TRAY: \$8**

Assortment of Lemon, Caramel Apple, Nut Brownie and Marble Truffle Cheesecake

## **LEMON CAKE: \$9**

Three Layers of Shortcake, Whipped Cream and Lemon Preserve

## **COOKIE TRAY: \$5**

Your Choice of Chocolate Chip, Peanut Butter, White Chocolate Macadamia Nut, Double Chocolate or Oatmeal Raisin

## **CARROT CAKE: \$8**

Layered Carrot Spiced Cake with Cream Cheese Frosting

LATE NIGHT SNACKS  
AVAILABLE UPON REQUEST

# BAR PACKAGES

LISTED PRICING IS PER PERSON

## WINE LIST

Rose  
Moscato  
Riesling  
Chardonnay  
Pino Grigio  
Sauvignon  
Blanc  
Pinot Noir  
Cabernet  
Sauvignon  
Merlot  
Malbec

## DOMESTIC BEER

Budweiser  
Bud Light  
Miller Light  
Coors Light  
Michelob Ultra  
Busch Light

## CRAFT BEER

Logboat Snapper  
Sierra Nevada  
Blue Moon

## HOUSE BRAND SELECTIONS

Tito's	Cruzan
Beefeaters	Jim Beam
Tanqueray	Jack Daniels
Seagrams 7	Jose Cuervo
Bacardi	Chivas Regal

## PREMIUM BRAND SELECTIONS

Grey Goose	Captain Morgan
Hendricks	Malibu
Jameson	Bacardi
Crown Royal	Patron
Makers Mark	Glenlivet 12yr

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## BEER, WINE & SELTZERS PACKAGE

Includes House Wine, Domestic & Craft Beer, Seltzers & Non-Alcoholic Beverages	1 Hour: \$18
	2 Hours: \$22
	3 Hours: \$26
	4 Hours: \$30
	Additional: +\$4/hr

## HOUSE BAR PACKAGE

Includes House Wine, House Liquor, Domestic & Craft Beer, Seltzers & Non-Alcoholic Beverages	1 Hour: \$20
	2 Hours: \$24
	3 Hours: \$28
	4 Hours: \$32
	Additional: +\$4/hr

## PREMIUM BAR PACKAGE

Includes House Wine, Premium Liquor, Domestic & Craft Beer, Seltzers & Non-Alcoholic Beverages	1 Hour: \$26
	2 Hours: \$30
	3 Hours: \$34
	4 Hours: \$38
	Additional: +\$4/hr

## NON-ALCOHOLIC BEVERAGES PACKAGE

Coffee, Iced Tea, Lemonade and Soda	\$3.50
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## A LA CARTE

Case of House Wine: \$300  
Signature Cocktail: Prices Vary  
Champagne Table Side Toast: \$4  
Bottomless Mimosa Bar: \$18\*

## CASH BAR

All Selections Available, \$500  
Minimum Spend

\*Includes 3 Types of Juices and  
Assorted Berries for Garnish







# VENUE PRICING

## **SATURDAY / HOLIDAY WEEKEND**

Rental: \$3,000.00

Food & Beverage Minimum: \$5,000.00

## **FRIDAY / SUNDAY**

Rental: \$2,500.00

Food & Beverage Minimum: \$3,500.00

## **OUTDOOR CEREMONY ADD-ON**

Rental: \$250.00

## **INDOOR CEREMONY ADD-ON**

Rental: \$500.00

Room rental fees include the use of the ballroom, veranda, main bar, tables, gold chiavari chairs, linens and dinnerware. Should additional rooms be necessary, additional room rental fees will apply.



## Rental Additions:

McAlester Dining Room: \$800.00

Additional Indoor Bar: \$250.00

Chargers (Gold or Silver): \$0.50/charger

Boxwood Backdrop: \$350.00

Up-Lighting Package: \$250.00

Yard Game Pack (Jenga, Cornhole and Connect Four): \$150.00

Jenga & Cornhole: \$50.00/ea

Connect Four: \$100.00



# VENUE POLICIES

## **TAX AND SERVICE CHARGE**

All food and beverage pricing within this packet is base pricing. Missouri sales tax of 7.975% will be applied along with a 22% service charge fee for set-up, service and clean-up.

## **OUTSIDE FOOD AND BEVERAGE**

We require all food and beverage to go through the venue's in-house catering. Should your event require additional items the venue is unable to provide, arrangements must be made and approved two weeks prior to the event by the Director of Special Events.

Please note that outside food and beverage vendors will be required to sign an Outside Food & Beverage Vendor Form, and corkage fees may apply. All approved food and beverage is based on need, Missouri state health code and Missouri state liquor licenses.

## **LIQUOR CONSUMPTION**

Those consuming alcohol on venue premises must be of legal drinking age. The venue reserves the right to ask for a valid ID at any time when serving an alcoholic drink. The venue also reserves the right to refuse alcohol service to anyone abusing or showing signs of over-consuming alcohol. Any guests caught consuming outside alcohol on the property, including the parking lots, clubhouse and golf course, will have it confiscated at that time.

## **MEMBER / GUEST RELATIONS**

The venue welcomes all outside events. Member sponsors are not required. However, we are first and foremost a private member club, so all private event plans must coincide with Columbia Country Club calendars, policies and rules. This includes the use of outdoor spaces and the golf course for photo opportunities, usage of wedding party preparation areas, etc.

## **HOLDING A DATE**

Our venue will temporarily hold an event date for up to 30 days. Should another group become interested in your date, you will be contacted. You will have 48hrs to complete a contract and turn in your deposit in order to secure that date and location.

## **LIABILITY**

Columbia Country Club cannot assume responsibility for guests' personal property brought onto the premises. This also includes any vendor equipment or outside rentals.

## **RENTAL TIMEFRAME**

You are guaranteed the rented space as outlined in your contract beginning at 8:00AM on the day of your event.

# FREQUENTLY ASKED QUESTIONS

## **IS A TASTING INCLUDED?**

For weddings, a complimentary tasting is included with all packages once a contract has been signed. A maximum of four guests are welcome to attend the tasting of three appetizers, two entrees and three sides.

## **FOR APPETIZERS AND DESSERTS, WHAT DOES “PER PERSON” MEAN?**

A per person fee is based on serving size. These typically range from one to three pieces per person, depending on the chosen item. You do not have to order each item for your full guest count if you do not wish to.

## **ARE WE LIMITED TO THE PROVIDED MENUS?**

No, our culinary team is happy to create a custom menu for you. Please inquire with Devin for special pricing.

## **DO YOU OFFER ACCOMMODATIONS FOR GUESTS WITH DIETARY RESTRICTIONS?**

Yes, our culinary team is happy to make accommodations for guests that have dietary restrictions. These orders are due two weeks prior to the event date.

## **FOR A PLATED MEAL, DO I HAVE TO KNOW WHAT EVERYONE WANTS?**

No, not necessarily. We can serve plated meals customized to your RSVP selections, or we can serve everyone a dual protein plate. The difference is the portion size.

## **IF GUESTS DO NOT SHOW UP, ARE WE REIMBURSED FOR THOSE FEES?**

Since our catering menu includes product specifically ordered for your event, you will still be charged for any guests included in your final guest count that do not show up to your event. Numbers may not be decreased after the final headcount deadline.

## **WHAT IF ADDITIONAL GUESTS SHOW UP TO MY EVENT?**

Should additional guests show up, our Food and Beverage Team will do their best to accommodate them. If additional guests do show up, you will be invoiced accordingly following your event.

## **CAN I CHOOSE A BAR PACKAGE FOR A SELECT NUMBER OF GUESTS?**

No, bar packages are charged to all individuals 21 years of age and older. Anyone under the age of 21 will receive complimentary non-alcoholic beverages with the purchase of a bar package.

## **CAN GUESTS PURCHASE THEIR OWN ALCOHOL?**

Yes, a guest may purchase all alcohol selections available at the event using cash or credit card, regardless of what you are hosting. Cash Bar minimum sales only apply if you are not hosting any alcohol at your event.



# PREFERRED VENDORS

## COORDINATION

Delight Events  
Ashley Minor, Owner  
eventsthatdelight.com

## PHOTOGRAPHY

Catherine Rhodes Photography  
Catherine Rhodes, Photographer  
catherinerhodesphotography.com

Alex Hutchinson Photography  
Alex Hutchinson, Photographer  
alexhutch.com

Kyla Taylor Photography  
Kyla Phillips, Photographer  
kylataylor.com

## VIDEOGRAPHY

Bussen Productions  
Karl Bussen, Videographer  
(573) 356-7543  
karlbussenproductions.com

Byler Media  
Marshall Byler, Videographer  
bylermedia.com

## FLORISTS

Sugarberry Blooms  
Emily Hansen, Owner  
sugarberryblooms.com

Kent's Floral Gallery  
kentsfloralgallery.com

Allen's Flowers Inc  
allensflowersinc.com

## RENTALS

A-I Party & Event Rental  
aIpartyfun.com

Pretty Little Things  
Courtney Canine, Owner  
prettyweddingrental.com

## DISC JOCKEYS

DJ Shark Attack  
Dan Moore, Owner  
djsharkattack@yahoo.com

Blue Diamond Events  
info@bluediamond-events.com

## ENTERTAINMENT

Maria Duhova Trevor, Harpist  
mariaharp.com

Cindy Scott Artistry, Live Painting  
cindyscottartistry.com

## LIGHTING

SW Productions  
(573) 424-6676

Blue Diamond Events  
info@bluediamond-events.com

*Vendors Continued >*

# PREFERRED VENDORS

## **BAKERY**

Pohlman's Create-A-Cake  
Janette Pohlman, Owner  
[pohlmancakes.com](http://pohlmancakes.com)

Sugar, Butter & Flower  
[sugarbutterandflower.com](http://sugarbutterandflower.com)

MacKenzie's Blakery  
[mackenziesblakery.com](http://mackenziesblakery.com)

## **HAIR & MAKEUP**

Makeup by Maggie  
[muamaggie.com](http://muamaggie.com)

Broadway Hair Co.  
[broadwayhairco.com](http://broadwayhairco.com)

Studio Flair  
[studioflaircomo.com](http://studioflaircomo.com)

## **TRANSPORTATION**

Any Event Luxury Transportation  
[anyeventluxury.com](http://anyeventluxury.com)

Celebration Limos & Buses  
[celebrationlimusines.biz](http://celebrationlimusines.biz)



# PRE-MEETING WORKSHEET

## SET-UP / GETTING READY

Napkin Color (Color of the Rainbow, White or Ivory): \_\_\_\_\_

Napkin Fold (Tri-Fold: Tent or Waterfall: Hangs off Table): \_\_\_\_\_

Guestbook Table (4' or High Top Table): \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_

Number of Head Table Chairs: \_\_\_\_\_

Will you be getting ready at CCC prior to the ceremony? \_\_\_\_\_

If so, would you like a mimosa bar / beverage station / lunch buffet set up? \_\_\_\_\_

## COCKTAIL HOUR

Appetizers for Cocktail Hour (Passed, Station or Combo): \_\_\_\_\_

Number of Adults 21 & Older: \_\_\_\_\_

Bar Selection / Time Frame Hosted: \_\_\_\_\_

## DINNER / RECEPTION

Main Entree #1: \_\_\_\_\_

Main Entree #2: \_\_\_\_\_

Starch: \_\_\_\_\_

Veggie: \_\_\_\_\_

Salad: \_\_\_\_\_

Bread: \_\_\_\_\_

Desserts: \_\_\_\_\_

Late Night Snack(s): \_\_\_\_\_

Vegetarian Meal (Choose 1 or N/A): \_\_\_\_\_

Kids Plate (10 & Under): \_\_\_\_\_

Cake / Other Outside Desserts: \_\_\_\_\_

# PRE-MEETING WORKSHEET

## RENTALS

Charger Plates (Gold or Silver): \_\_\_\_\_

Photo Booth Rental (Backdrop: Gold or White Chiffon Drape): \_\_\_\_\_

If applicable, Photo Booth Details:

Last Name: \_\_\_\_\_ Date: \_\_\_\_\_ Hashtag: \_\_\_\_\_

Boxwood Backdrop / Champagne Wall: \_\_\_\_\_

CCC Up-Lighting Package (color): \_\_\_\_\_

Game(s) Rentals: \_\_\_\_\_

### MISC NOTES FOR EVENTS DIRECTOR:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



# PRE-MEETING WORKSHEET

## VENDORS

Photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_

Florist: \_\_\_\_\_

DJ: \_\_\_\_\_

Cake: \_\_\_\_\_

Additional Rentals: \_\_\_\_\_

## TIMELINE

Arrival Time: \_\_\_\_\_

Bridesmaids: \_\_\_\_\_ Groomsmen: \_\_\_\_\_

Time of Ceremony: \_\_\_\_\_ Location: \_\_\_\_\_

First Look (circle one): YES NO

Photos on the Course, Bride & Groom Only (circle one): YES NO

Time of Cocktail Hour: \_\_\_\_\_ Grand Entrance Time: \_\_\_\_\_

Welcome Speech Time: \_\_\_\_\_ Dinner Time: \_\_\_\_\_

Cake Cutting Time: \_\_\_\_\_

Label 1-4 In Order: Dinner ( ) Toasts ( ) Cake ( ) First Dances ( )

CEREMONY ORDER

Please provide first names. If you prefer a different procession order, please number each entrance 1-6 on the side, or put an “X” if not walking.

OFFICIANT

Officiant: \_\_\_\_\_

SEATING OF THE GRANDPARENTS

Groom’s Grandparents: \_\_\_\_\_ Escorted By: \_\_\_\_\_

Bride’s Grandparents: \_\_\_\_\_ Escorted By: \_\_\_\_\_

SEATING OF THE PARENTS

Groom’s Parents: \_\_\_\_\_ Escorted By: \_\_\_\_\_

Bride’s Parents: \_\_\_\_\_ Escorted By: \_\_\_\_\_

\*SONG CHANGE\*

GROOM

Groom: \_\_\_\_\_

WEDDING PARTY

Pair #1: \_\_\_\_\_ and \_\_\_\_\_

Pair #2: \_\_\_\_\_ and \_\_\_\_\_

Pair #3: \_\_\_\_\_ and \_\_\_\_\_

Pair #4: \_\_\_\_\_ and \_\_\_\_\_

Maid of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

\*SONG CHANGE\*

BRIDE

Bride: \_\_\_\_\_ Escorted By: \_\_\_\_\_



