

The Historic Eau Claire
MASONIC BALLROOM

715.456.2466 • 616 Graham Ave • Eau Claire, WI 54701 • info@masonicballroom.com

PLANNING CHECKLIST

Planning an important event such as your wedding will rarely be completely stress free; however, the more you plan in advance, the less stress there will be close to the event. It is our goal to help you plan your wedding so that you can enjoy it and the precious days just before.

To make your wedding planning as easy as possible, we've broken the process down to four simple steps.

STEP 1: CONTRACT MEETING

Bring your calendar! We will need to know the date of your event and schedule our future meetings.

Your date is held for 10 days before the contract and first deposit are due. The first deposit secures rental in the amount of the rental plus sales tax.

Event Information:

What is the name of the event? _____

What is the event date? _____

Will you be having your ceremony and reception here? _____

If so, will you want the use of the optional Fireside Lounge? _____

About what time to expect your reception to start? _____

Contact Information:

Bride's Name: _____

Bride's Address: _____

Bride's Phone Number(s): _____

Bride's Email: _____

Groom's Name: _____

Groom's Address: _____

Groom's Phone Number: _____

Groom's Email: _____

Primary Contact:

Who is the primary contact. This is most often the Bride or a wedding planner. It sometimes is the mother of the Bride or the groom. This will be the person who we will communicate with and send any emails or mailings. If it is someone other than the Bride or Groom we want to be able to send copies of any emails to the Bride and Groom.

Primary Contact's Name: _____

Primary Contact's Relationship to the Bride: _____

Primary Contact's Address: _____

Primary Contact's Phone Number: _____

Primary Contact's Email: _____

STEP 2: SELECTING YOUR CATERER

Select your caterer and contact them to make your selections. We ask that you complete this step within 60 days of submitting your contract to be sure your first choice is available.

STEP 3: MAJOR PLANNING MEETING

Schedule your major planning meeting with us for two months before your wedding. This meeting outlines all the important details. Your second deposit (\$1000 - \$1500) is also due at this time. Payment needs to be by check. Credit Card or cash payments are not accepted. The person(s) who will be making the payments will need to be at the meeting.

You are the architect of your event. We can make suggestions and let you know what other couples have done, but the decisions are yours. Get excited —the hard part is over!

Decoration Time:

There is no extra charge for decorating between 8 AM and 2 PM on Thursday and Friday before a Saturday wedding. Other times are available at the rate of \$25 per hour.

What are your decoration dates? _____

What are your decorating times? _____

Rehearsal Time:

There is no charge for rehearsals between 5 PM and 8 PM on the Friday before a Saturday wedding. Other times are available at the rate of \$25 per hour with a two hour minimum.

What is your rehearsal date? _____

What is your rehearsal time? (When until when) _____

What is the name of your officiant? _____

What is the name of your organist or musicians? _____

Do you want to use the Lavalier microphones? _____

Will you have a cd or iPod/iPad for the sound system? _____

Wedding:

Standard opening time is after 10 AM for up to five hours prior to the start of your reception. For example, for a reception starting at 5 PM, the standard opening time is noon. Other times are available in excess of five hours at your request and the building can be opened earlier at the rate of \$25 per hour per hour in excess of five hours.

What time do you want to have the building opened? _____

Do you want no parking signs placed outside of the building? _____

Do you want to use the Fireside Lounge? Rate is \$100 when combined with use of the chapel. _____

What time is your wedding ceremony scheduled to start? _____

What is your wedding ceremony conclusion time? _____

What time will you be finished with photographs and guests will move to the Ballroom? _____

What time should we close the Chapel and the Fireside Lounge? _____

Do you want any food service such as snacks or hors d' oeuvres or any beverage service in the Fireside Lounge between the ceremony and the reception? We suggest having some kind of activity for your guests between the ceremony and the reception if you are having photographs taken at that time. The reality is, if there is a long gap between the wedding and reception guests leave and not always return for the dinner and dance - leaving you paying for meals that were never served.

Will you have prerecorded music? If so, explain: _____

Would you like a sound technician here to run the sound system? _____

Which backdrop do you want? _____

How would you like the stage setup? _____

Is there something else about your wedding we should know? _____

Reception:

The standard building rental is for 7 hours from 5 PM to midnight. The building will be opened 20 minutes before the start time. If you have both wedding and reception here the building will be opened from the time the building is opened for your wedding rental continuous to the reception. You can add time either at the beginning or end of the rental period. The rate is \$150 per hour.

What is the reception start time? _____

What time do want the event to end? _____

What are your wedding colors? _____

What color linen table cloths? _____

What color linen napkins? _____

How many guests are you inviting? _____

Estimates will be made on basis of 70% of the total number you are inviting.

How would you like the ballroom laid out? _____

You will be giving a ballroom layout kit with examples of ballroom setups. Some general information about layout should be determined at the 60 day meeting with final arrangements at the 15 day meeting.

What kind of music or entertainment will you have? Who will be providing it? _____

What is the address of your entertainment? _____

What is the email address of your entertainment? _____

What date and time does your entertainment need to set-up? _____

There is no extra cost if it is the same time as your rehearsal, or while the building is open.

If it is another time then the rate is \$25 per hour. Your entertainment person should arrange a time to look at the ballroom ahead of time. There is normally a person in the building Monday through Friday from 8 AM until noon who can assist with showing them the electrical hookups. There is no extra charge for those times. Your entertainment person should contact the event coordinator to set up an appointment with our building superintendent. Other times are at the rate of \$25 per hour.

Is the entertainment or your decorating going to have up lighting? _____

Food Service:

We suggest that you contact your caterer directly at least 10 days before this meeting to assist you with any questions you may have or to help you design a custom meal.

Will you be having hors d' oeuvres or appetizers before dinner? _____

If so, what kind of appetizers would you like? _____

If so, when will the appetizers be served? _____

If so, do you want a server to serve appetizers or hors d' oeuvres to your guests? _____

The rate is \$25 per server per hour.

What type of meal will you be having – plated dinner or buffet? _____

What are your meal selections? _____

Do you want the option of a child's meal, if so what is your choice? _____

Do you want your caterer to include dessert? _____

If so, what is your dessert choice? _____

If not, you will be bringing in or having a cake or other dessert delivered by a third party? _____

If you have a third party bringing in a wedding cake, they must be a licensed food handler. Please bring in a copy of their food handler's license with you at the 60 day meeting.

Who is your wedding cake provider? _____

What is your wedding cake provider's address? _____

What is your wedding cake provider's phone number? _____

What is your wedding cake provider's email? _____

What time will your wedding cake be delivered? _____

If it is while the building is open, there is no extra charge. If not, it is at the rate of \$25 per hour.

Do you want wedding cake service? _____

If you are having a third party wedding cake provider and wish to have china dessert plates and forks provided, wedding cake service is required. The rate is \$0.55 per person. This service is included when you have the caterer provide dessert. Please bring boxes so that you can remove any extra wedding cake and parts before the end of the reception.

What is the meal start time? _____

Be sure you have enough time for photographs before the meal start time. There Late start time charge of \$50 per 15 minutes of delay.

If you are having a buffet, how long do you want the buffet to last? _____

The standard time included in the prices shown is for one hour. It's \$75 per each additional half hour.

If you are having a buffet, do you want head table service? _____

The head table will be served an assortment from the buffet before the buffet is opened to other guests. The rate is \$5 per person.

Beverage Service:

All host bars or host provided beverages require a predetermined dollar limit which is paid in advance. You may have a host bar for only particular products or for particular times not to exceed the dollar limit you set.

What is the beverage service opening time? _____

Will you be having a host (open) bar, cash bar, or combination host and cash bar? _____

What is the host/open bar start time? _____

What is the host/open bar end time? _____

What is the host/open bar dollar limit? _____

Any unused amount is refunded with the final statement.

What will the host/open bar include?

Wine Canned/bottled beer Soda & water Rail drinks Call drinks Premium drinks

Do you want wine or champagne served? _____ Just head table All guests

What kind of wine or champagne? _____

Do you want tap beer provided to your guests? 5 1/2 barrel limit. _____

What variety or varieties do you want? You can have up to 3 varieties.

Do you want any fruit punch or champagne punch? _____

Beverage Service Payer Information:

This same person should be the one who pays the security deposit as extra beverage costs are paid from the security deposit first. This person should be available for the 15 day meeting to make the beverage service payment for that portion of the bill. We suggest that you contact the Beverage Service Manager at least 10 days prior to the 60 day meeting so that he can help you make selections and answer questions you may have.

Beverage Service Payer's Name: _____

Beverage Service Payer's Address: _____

Beverage Service Payer's Phone: _____

Beverage Service Payer's Email: _____

Final Details:

When will decorations be removed? _____

If Sunday opening is required there is a minimum of four hours at the rate of \$50 per hour. You will either need to remove decorations at the end of the event or on Monday between 8 AM and 10 AM.

Who is the final statement together with any refund or notice of amount due to be sent to?

If this is someone other than the signer of the original contract, that person will need to attend this meeting to reaffirm the contract.

Final Statement Name: _____

Final Statement Address: _____

STEP 4: LAST MEETING

Schedule your final meeting for two weeks before your big day. All there is left to do is provide some final details and finishing touches. Start enjoying yourself because your wedding is now only two weeks away...woohoo!

At this meeting, all we need is: Final Guest Count, Final Layout (bring your diagram), and Third Payment

We will also reconfirm other information from the Major Planning Meeting. Note some items may be able to be changed and others may not be possible. Payment needs to be by check. Credit Card or cash payments are not accepted. The person(s) who will be making the payments will need to be at the meeting.

What is the date and time of your Last Meeting? _____

What is the final guest count? _____ Adults? _____ Children? _____

If you will be having more than one kind of plated dinner, how many of each selection?

How are you going to identify to your server which guest receive which meal? May we suggest colored paper to be placed in front of each plate by your guest?

How will the ballroom be setup? _____

Are there any other last minute details that can be accomplished on short notice?

