



Wedding Planning Form

Thanks for choosing SentryWorld and Muse at Sentry to host your wedding. We're sure you and your guests will have a memorable experience at our facility. Please complete this information form and return it to us at least 30 days prior to your wedding.

To schedule an appointment, or discuss any questions you might have, please contact either:

Cindy O'Sullivan: 715-346-8702, cindy.o'sullivan@sentryworld.com
Event Manager/Wedding Coordinator

Donna Saddison: 715-346-8707, donna.saddison@sentryworld.com.
Event/Sales Assistant

General information

Date of wedding: _____

First and last names of couple:

Main contact name (optional): _____

Daytime phone numbers: _____ Cell phone numbers: _____

Email addresses: _____

Physical street address (only need one): _____

City, State, Zip _____

Estimated final number of guests for dinner: _____

Please provide us the final guest count at least 10 business days prior to your event.

Room arrangements

SentryWorld and Muse at Sentry are pleased to provide these complimentary room essentials for your reception.

We would like to use:

Dining tablecloths

- White
- Ivory
- Black

Napkins

- White
- Ivory
- Black

Skirting & linens for cake, appetizers, gift, place card or memory table

- White
- Ivory
- Black

Color: _____ (please select color available through SentryWorld)

We will:

- Rent or bring in tablecloths, napkins, table runners, or overlays for tables

Indicate what items you will provide: _____

Please note: These will be needed three days before reception.

Room arrangements continued

You're responsible for setting up and taking down any decorations. Regretfully, we don't allow confetti, glitter, rice, or silly string/putty. All open flame candles must be in a glass container. No nail holes or tape residue, etc. allowed. Please discuss all decorating needs with your wedding coordinator.

- We will need: Dance floor SentryWorld only Place card table Cake table Gift table
- Guest book bistro Favor table Table numbers Table number stands
- Reserved table signs Appetizer table Late night snack table Memory table
- Cocktail tables

SentryWorld and Muse at Sentry have the following A/V capabilities—see price list for rental charges if applicable.

- We will use: Cordless microphone LCD projector/projection screen
- Built-in audiovisual equipment for image or slideshow
- Will provide own laptop Laptop has HDMI connection Laptop has VGA Connection
- Will need to rent a laptop
- Slideshow to be shown All night or Specific time: _____
- Please provide any video presentations, photos, or files to your wedding coordinator on a flash drive three to four days prior to wedding.

Seating arrangements

We would like a head table for the wedding party: No Yes On risers**: No Yes

**The use of risers for your head table will need to be discussed with your wedding coordinator.

Total number of people in wedding party at head table, if applicable (including wedding couple): _____

We would like reserved family tables: No Yes how many tables? _____

Hors d'oeuvres

We would like reception hors d'oeuvres: No Yes beginning time: _____ ending time: _____

Butler-passed hors d'oeuvres Self-serve hors d'oeuvres

Hors d'oeuvres ordered:

Item	Quantity	Item	Quantity

Notes: _____

Beverages

Open bar: Host pays for all beverages for guests

Cash bar: Guests pay for all beverages

Open bar all evening for: Corsage wearing guests Wedding party/parents

Beverages continued

Cocktail hour: beginning time: _____ ending time: _____

Open bar

- Keg beer
- House wine
- Champagne
- Soda
- Standard liquor
- Premium liquor

Cash bar

- Keg beer
- House wine
- Champagne
- Soda
- Standard liquor
- Premium liquor

Dinner hour: beginning time: _____ ending time: _____

Open bar

- Keg beer
- House wine
- Champagne
- Soda
- Standard liquor
- Premium liquor
- Bar closed

Cash bar

- Keg beer
- House wine
- Champagne
- Soda
- Standard liquor
- Premium liquor
- Bar closed

Dance: beginning time: _____ ending time: _____

Open bar

- Keg beer
- House wine
- Champagne
- Soda
- Standard liquor
- Premium liquor

Cash bar

- Keg beer
- House wine
- Champagne
- Soda
- Standard liquor
- Premium liquor

We would like a portable bar in the room: No Yes

Beverage details

Keg beer

Brand and flavor: _____ Number of ½ barrels: _____
Brand and flavor: _____ Number of ½ barrels: _____
Brand and flavor: _____ Number of ½ barrels: _____

House Wine

Choose two red wines and two white wines

- Cabernet Pinot noir Merlot
- Chardonnay Riesling Moscato Pinot grigio White zinfandel Sauvignon blanc

Dinner details

Guests to be seated at: _____ p.m.

Salads to be served at: _____ p.m.

Dinner to be served at: _____ p.m.

(Please allow _____ hours for dinner service and confirm with wedding coordinator).

We would like bottled beverages on each table: No Yes

Please select Red wine Pre-poured
 White wine Server-poured
 Champagne

These beverages will be available to:

Head table only Head table and reserved tables All guests

Wine toast Red wine: _____ Number of bottles: _____

White wine: _____ Number of bottles: _____

Champagne toast Verdi Spumante Number of bottles: _____

Brut Number of bottles: _____

Our meal will be: Plated Buffet Family style (Certain limitations apply. Please discuss with your wedding coordinator.)

Will the wedding party be introduced before dinner? No Yes at this time: _____
Who will introduce them: _____

Will there be a prayer before dinner salads are served? No Yes by whom: _____

We will do our cake cutting: Before dinner After dinner

Please note: If you would like cake for dessert, you must do your cake cutting with the photographer before dinner begins.

The cake will be served: As dessert, after the meal At the reception, on a self-serve table
 Coffee service on a self-serve table

SentryWorld or Muse at Sentry staff to cut and serve the cake: No Yes

Can your top tier of the cake be cut, or will you be saving it? No, save the top Yes, cut the top
If saving, please be sure to ask your baker to provide a box.

Will you be providing your own cake-cutting utensils: Yes, we will bring our own No, we will be using SentryWorld's/Muse's

Our entertainment will play during: Cocktails Dinner Dance only All

We would like to provide dinner for vendors: No Yes Number of vendors: _____

Please be sure to make a place card for them if eating.

Dinner options:

Plated dinner – single entree

Salad selection: _____

Entree selection: _____

Starch choice: _____ Vegetable choice: _____

Plated dinner – combination entree

Salad selection: _____

Entree selection: _____ and _____

Starch choice: _____ Vegetable choice: _____

Plated dinner – multiple entree menu**

Salad selection: _____

Entree selection 1: _____ Entree selection 2: _____

Starch choice: _____ Starch choice: _____

Vegetable choice: _____ Vegetable choice: _____

**Please provide place cards clearly identifying each guest's entree selection.

Plated dinner – children's entree menu No Yes

Number of children's entrees (ages 3-10): _____

Entree selection: _____

Starch choice: _____ Vegetable choice: _____

Plated dinner – dietary restrictions No Yes

Number of vegetarian entrees: _____ Selection: _____

Number of gluten-free entrees: _____ Selection: _____

Number of vegan entrees: _____ Selection: _____

Dinner buffet

Please discuss custom buffet options and pricing with your wedding coordinator.

Two entree Three entree Four entree

For a two-entree buffet, you will receive the protein you selected, paired with a starch and one vegetable.

For a three or four entree buffet, you will receive the protein you selected, paired with two starches and two vegetables

Number of children's buffet entrees (half price of adult buffet): _____

Post-dinner details

The beverages after the dinner are: Open bar Keg beer House wine Soda Standard Premium
 Cash bar Corsage only open bar Wedding party/parents/open Bar

Notes: _____

We will have entertainment after the dinner: No Yes DJ Band

Name of entertainment: _____

Post-dinner details continued

Our entertainment will start at: _____ Music will end at: _____

Your entertainment must end by 12:00 a.m. The bar will close at 12:00 a.m.

We would like late night snacks: No Yes Beginning time: _____

If yes, how many guests shall we prepare food for? _____

Please note: Our chef recommends you order snacks for 25 percent of your guest list.

Selection ordered:

Item	Quantity	Item	Quantity

Vendors

We have hired a decorator: No Yes name of decorator _____

We wish to decorate at this time on this date: _____

Please confirm decorating plans and times with your wedding coordinator.

Bakery: _____ Delivery time: _____

Florist: _____ Delivery time: _____

Entertainment (band or DJ): _____ Set-up time: _____

Photographer: _____ Set-up time: _____

Videographer: _____ Arrival time: _____

Officiant: _____ Arrival time: _____

Photo booth: _____ Set-up time: _____

Shuttle service: _____ Arrival time: _____

Bride's parents' names, address, and phone number(s):

Groom's parents' names, address, and phone number(s):

Ceremony

Ceremony location: _____ Ceremony time: _____

If ceremony is at SentryWorld or Muse:

We plan a rehearsal the day before at this time: _____ Pergola Muse

Number of chairs needed for guests: _____

We will use: Bistro table for programs Bistro table inside pergola Podium for officiant
 Hand-held microphone Portable sound system

We will provide a runner: No Yes

Ceremony music provided by: _____ Set-up time: _____

We have rented the: Muse Private Dining Room SentryWorld Salon (women) SentryWorld Community Room (men)

Beginning at this time: _____

Muse Private Dining Room Food or beverage requests Time you would like food/beverages delivered: _____

(Regretfully, no carry-ins allowed)

Item	Quantity	Item	Quantity

SentryWorld Salon Food or beverage requests Time you would like food/beverages delivered: _____

(Regretfully, no carry-ins allowed)

Item	Quantity	Item	Quantity

SentryWorld Community Room Food or beverage requests Time you would like food/beverages delivered: _____

(Regretfully, no carry-ins allowed)

Item	Quantity	Item	Quantity

Decorations

All decorations must be taken down after the wedding.

Please choose one:

- We'll take our decorations with us the night of our wedding.
- We'll schedule a time with our wedding coordinator to pick up decorations the next morning.