

**Event Captain Sheet** rev 9-09

Bride's name:	Groom's name:	phone:
Date/Day of week of Event:	Time:	e-mail address:
Type of Event:	Event Location:	Ceremony:
Agreement Signed:	Final Meeting Date/Time	Guest Count:
<b>Include Name &amp; PHONE number</b>		
<b>Food Provider:</b>	<b>Rental Company:</b>	<b>Florist:</b>
<b>Liquor in/out:</b>	<b>Bartender:</b>	<b>Bakery:</b>
<b>Band/strings/other:</b>	<b>Photographer/Videographers:</b>	<b>Disc Jockey:</b>
<b>Clergy/Officiant:</b>	<b>Transportation:</b>	<b>Rehearsal:</b>
<b>Contact During Event:</b>	<b>Resp. For Gifts:</b>	<b>Resp. for Left-over Food:</b>
<b>Resp. for Decorations:</b>	<b>Resp. Ceremony Site Clean-up:</b>	<b>Resp. for Trash:</b>
<b>Meadows Centerpieces:</b>	<b>Rain Contingent:</b>	<b>Extra Time:</b>
<b>Special Extras:</b>	<b>Accommodations:</b>	<b>Linens/Extras:</b>
<b>Event Timetable</b>		
MM Staff In:	Bar/Appetizers:	Bouquet/Garder Toss:
Set-Up:	Buffet Begins:	Bar Closes:
Bride/Groom arrive:	Toast:	Music Stops:
Guests Arrive:	Cut/Serve Cake:	Client Out:
Ceremony Time:	First Dance:	MM Staff Out:
Event Night Notes:		
Extra Charges: Trash, Cleaning, Damage, Additional Time...		