

Bride and Groom: _____

Wedding Date: _____

Fax or Mail Documents to _____

Phone # for the Day of: _____

The attached documents are the Walk-thru sheets that will be filled in by Leona at your Walk-thru. Please understand that we use a blanket template and any thing that is not right or needs changed can be done at your walk-thru. Below I have listed some general questions for you to answer and if you would like to fill out the Walk-thru sheets to the best of your ability that would be great. Please call if you have any questions (303)823-5337 phone, 303.823.5116 fax, lyonscrest@aol.com email.

Estimated Guest Count: _____

Contact Person: _____ **Phone #: (Day/Night of Wedding)** _____

(Needs to be someone who is close to yourself that can answer questions for us and can be contacted up to 1 hour after the event ends if there are any problems)

Vendors

Officiant:

Name: _____ Phone #: _____

Caterer:

Company Name: _____ Contact Person: _____

Phone#: _____ Fax#: _____

Photographer: Yes / No

Company Name: _____ Contact Person: _____

Phone#: _____

Videographer: Yes / No

Company Name: _____ Contact Person: _____

Phone#: _____

Florist: Yes / No

Company Name: _____ Contact Person: _____

Phone#: _____

Cake: Yes / No

Company Name: _____ Contact Person: _____

Phone#: _____

Liquor: Yes / No

Company Name: _____ Contact Person: _____

Phone#: _____

Delivery time: _____ Date: _____ (Confirm that delivery time is okay with Lionscrest)

Decorating: Yes / No

Company Name: _____ Contact Person: _____

Phone#: _____

Ceremony Music: Yes / No

Company Name: _____ Contact Person: _____

Phone#: _____

Reception Music: Yes / No

Company Name: _____ Contact Person: _____

Phone#: _____

Limo: Yes / No

Company Name: _____ Contact Person: _____

Phone#: _____

Shuttle: Yes / No

Company Name: _____ Contact Person: _____

Phone#: _____

NOTES:

Rehearsal

(Note: Included is 1 hour for rehearsal at Lionscrest to be scheduled at Lionscrest's availability)

- Is your Officiant going to attend your Rehearsal? Yes / No

- Rehearsal Time: _____ Date: _____

(If at Lionscrest please call to schedule)

- **If you would like you can bring up boxes with items that you will need for your wedding to be left at your rehearsal. Please check Bridal Box List that follows. We allow up to four boxes per event to be stored.**

- **Arrival Time: 2 hours** before ceremony or reception start time, not prior to _____ it is your responsibility to ensure that no guests or vendors arrive prior to this time.

- **Ceremony**

- o Ceremony Time: _____ Estimated Length of Ceremony: _____

- o Is outdoors in the ceremony lawn your first choice for your ceremony location? (if not what is)

- o What is your second choice if the weather turns bad?

__ Under arch in front of French doors

__ Ballroom Staircase

__ Balcony in Ballroom with everyone standing around

- How many attendants? Bride's: _____ Groom's: _____

- Is there a Flower Girl(s)? Yes (# of _____) / No

- Is there a Ring Bearer(s)? Yes (# of _____)/No

- Are there going to be Ushers? Yes (# of _____)/ No

- Do you need a ceremony table? Yes / No

(If so, what color of linen would you like on it? _____ Size of table _____)

- Are you planning on having an arch or pedestals for flowers at your ceremony? Yes / No

- Description: _____

• _____

- Are you going to have ceremony programs? Yes / No

(If so, will they be passed out/ on seats @ ceremony / in a basket / on a table?)

- Do you plan to have an Aisle Runner? Yes / No Who is providing it? _____
- Will you have Bells or Bubble at your ceremony? Upon Departure? (Bubbles not allowed indoors)
- Are you having a Guest Book? or Photo Matte? Need an Easel?

Do you need a table for it? (If so, what color would you like the linen to be _____)

- Do you need a greeting table? Yes / No What color would you like the linen to be? _____
- Do you need a gift table? Yes / No What color would you like the linen to be? _____
- Are you having any Readers or Soloist at your wedding?
- How many seats in the front row for family? (See Cast list that follows)
- If needed how many seats in the second row for family? (See Cast list that follows)
- White Resin chairs are included for ceremony do you want to upgrade to white wood? _____
- Where you planning on seeing each other before the wedding? _____
- If you are not planning on having a rehearsal at Lionscrest, please let us know what your Ceremony Order is and what the music changes are so that we can help you the day of
- Ceremony Order See Cast List that follows
- Did you want to have a receiving line? Yes / No (If yes, keep in mind how much time this could take. We can make suggestions that would give the same effect but takes less time, expect 30 seconds per guest)
- Are you planning on taking photos **after the ceremony, before or both?**
- Did you want a group photo? Yes / No

(In lawn during/after ceremony, in front of fountain after ceremony 150 guest max., in ballroom on Stairs)

Escort: Guests to **Cocktail/Ballroom/Photos** Family to **Cocktail/Ballroom/Photos**

Wedding Party **Cocktail/Ballroom/Photos**

Notes: _____

Cocktail Hour

- Bar Opens _____ Served: Beer keg or bottle, wine, champagne, liquor
 - Do you need Basic Bar or Full Bar from us? (Please see brochure for what is included)
 - Appetizers: Yes / No (if so, are they to be passed or at a station) Plate at Station? Yes/No
- Color of Linen _____ Size of Table _____

- Did you want tables in the cocktail area?

Bistros (tables for guest who would like to sit) or Cabarets (tall bar height tables for standing)

(If yes, what color would you like the linens to be Bistro _____ Cabarets _____?)

Reception

- Time _____ Open Ballroom to Seat Guests
- Place Cards/Assigned Seats or Assigned tables/Open Seating
- _____ Linen Color & Table Size for Place Cards _____ or Seating Chart
- Time _____ Did you want to be announced as you entered the ballroom? Yes / No

β How would you like to be announced? _____ B&G Only, with
Bridal Party

- After Announcing did you want to do? **1st Dance** **Greeting/Welcoming Toast or Blessing**
 - Are you having a Sit-down Dinner or Buffet: _____ Buffet Size (s) _____
- Color of Linen(s) _____ Topper _____
- Preset Salad Plate _____ Preset Bread & Butter _____
 - Wine glass preset at the table _____
 - Full Dish or Basic Dish _____
 - Wooden Chairs are included in basic package for additional guests
 - (5' round tables you can seat 8 – 10 guests, 4' round tables you can seat 6 -8 guests, 4'A seats 4)
 - What Color of linens would you like for your Guest Tables? _____ Napkins: _____
Overlays _____ Seating # (_____) per table
 - For your head table did you want a long banquet table / standard round table / Sweetheart (a round table for just the two of you?)

- What Color of linens would you like for your Head Table? _____ Napkins: _____
Overlays _____ Seating (_____) at table
- Are you having a slide show? Time & Where _____
- Time _____ Are you having a formal toast? Yes / No
When did you want it before, during or after dinner?
Did you want everyone to have champagne for the toast (preset at table or on station) or for them to toast with their drink in hand?
- Time _____ Are you having a cake or desserts?
Did you want a formal cake cutting (photographed by photographer in front of guests)? Yes / No.
What Color of Linen would you like of the cake table? _____
- If you are having a band or DJ do they need a table to set up on? Yes / No (typically their linen is black please note if you would like it to be different. _____ Size of Table
- Time _____ Did you want to do a first dance? Yes / No.
- Is there going to be any other special dancing? Father/Daughter, Mother/Son, Generational Dance, Money Dance, Chair Dance etc. _____
- Bouquet Toss? Yes / No Time & Where _____
- Garter toss? Yes / No Time & Where _____
- Last Call _____ Bar Close _____
- Did you want to pre-extend you event until _____ or would you like the option to make a decision the night of? (It is \$250.00 to extend, you must extend with us, your DJ/ Band and Caterer)
- When were you planning on departing? (Early, at the end of the event or after all guest are gone)
Are you leaving in special transportation? _____
Where you planning on having a send off with bubbles or butterflies, etc.? _____
- Who is taking all the gifts, food and cake? _____
- What is your plan with the center pieces? (Send them home with someone (who?) _____, send to Nursing home, Guests can take home or Return to florist)
- Who is returning to pick-up the leftover liquor? _____

(Remember that no liquor can leave that night)

AUTHORIZATION FOR PAYMENT of DAMAGES & ADDITIONAL RENTALS NOT PAID FOR AT THE REHEARSAL BY CREDIT CARD:

(Sign here) _____ THIS SIGNATURE CONFIRMS AUTHORIZATION, FOR LIONSCREST MANOR TO DEBIT CREDIT CARD ACCOUNT (type of card) _____ # _____ WITH AN EXPIRATION DATE OF _____ FOR THE REQUIRED SECURITY DEPOSIT IF NEEDED, AND THEN SUBSEQUENTLY THE REMAINING BALANCE OF OUR RENTAL ITEMS (if necessary) TO COMPLETE FULL PAYMENT OF SAID RESERVATION. ALSO NOTE THAT YOUR CREDIT CARD WILL BE CHARGED ANY EXCESS CHARGES ABOVE YOUR SECURITY DEPOSIT IF DEEMED NECESSARY FOR CIRCUMSTANCES DESCRIBED IN THIS AGREEMENT. IF CHARGES ARE MADE CLIENTS WILL BE GIVEN AN ITEMIZED LIST OF CHARGES.

LIQUOR RULES AND GUIDELINES

I (Sign here) _____ UNDERSTAND THAT LIONSCREST MANOR WILL NOT ALLOW ANY ALCOHOL TO LEAVE MY EVENT. I MUST MAKE ARRANGEMENTS TO RETURN AND PICK IT UP ON _____ AT _____: _____ M. I UNDERSTAND THAT THE BAR RULES AT LIONSCREST WILL BE OBSERVED BY THE BARTENDERS INCLUDING BUT NOT LIMITED TO:

1. NO ALCOHOL SERVED TO ANYONE UNDER AGE (ID'S REQUIRED)
2. NO SHOTS SERVED
3. ALL LIQUOR SERVED BY STAFF (NO SELF SERVE)
4. BAR WILL CLOSE ONE HOUR PRIOR TO CONCLUSION OF OUR EVENT

SMOKING RULES AND GUIDELINES

I (Sign here) _____ UNDERSTAND THAT LIONSCREST MANOR WILL NOT ALLOW SMOKING IN ANY AREA OTHER THAN SURROUNDING THE FOUNTAIN AND ON THE END OF THE CONCRETE DRIVEWAY. **NO CIGARS ARE ALLOWED** ANY VIOLATIONS OF THIS WILL CAUSE BY DAMAGE DEPOSIT TO BE CHARGED FOR EXCESS CLEANUP. DUE TO THE EXTREME WILDFIRE DANGERS IN COLORADO THIS WILL BE STRICTLY ENFORCED.

PLEASE LET THE GUESTS WHO SMOKE KNOW THESE RULES AND IT WILL BE EASIER ON EVERYONE AT YOUR EVENT.

Bridal Box List

- o Programs
- o Flower Basket
- o Pens, Tape, Guest book or Photo Matte Frame
- o Cake Knife & Server
- o Toasting Flutes
- o Favors (Are they chocolate? Then label them to go in fridge)
- o Cameras
- o Mosquito spray Sun block (can be included in amenity basket)
- o Place cards (#1 Alphabetical list of guests with table numbers and #2 list of tables with names & number of guests) * Please remember to alphabetize your actual place cards as well as including any table number or reserved signs for each table as we do not provide them.
- o Floor plan sent from Lionscrest with tables numbered or named labeled
- o Table numbers (signs)
- o Ziploc & Tupperware (for your left over food items)
- o Basket or Box for Gift Cards
- o Unity candles and holders
- o Amenity Baskets for Bathrooms (3) Not including Brides restroom. Items to consider including Aspirin, Mouthwash or Mints, Toothpicks, comb, band aides, sunscreen, insect repellent, small hairspray and any other specialty items you think your guest will need.

***DO NOT BRING IN BOX** Marriage Certificate, Jewelry, Clothing, any perishable items or Centerpieces.

Please bring to Rehearsal, fax or mail to Lionscrest prior to week of wedding!

Ceremony Notes fax to Lionscrest at 303.823.5116

The Cast List

Officiant = _____

Groom= _____

Bride= _____

FOG= _____ Step FOG _____

MOG= _____ Step MOG _____

Grandparents of the Groom _____

FOB= _____ Step FOB _____

MOB= _____ Step MOB _____

Grandparents of Bride _____

Maid of Honor= _____

Bridesmaids= _____

Best Man= _____

Groomsmen= _____

Flower girl (s) = _____

Ring Bearer (s)= _____

In the first row no more than 18 total for the two sides combined. Center seat to outside of row.

Seated on Bride's Side 1st row= _____

Seated on Groom's Side 1st row= _____

Sample Ceremony Order: Please fill in names and songs _____

Grandparents of Groom Escorted by _____ Music _____ Coming from
Rocks or Ballroom

Grandparents of Bride Escorted by _____ Music _____ Rocks or Ballroom

Mother of Groom Escorted by _____ Music _____ Rocks or Ballroom

Mother of Bride Escorted by _____ Music _____ Rocks or Ballroom

Officiant and Groom _____ Music _____ Rocks or Ballroom

Groomsmen if walking separately _____

Bridesmaids Escorted by or walking separately _____ Music _____ Rocks or Ballroom

_____ Music _____ Rocks or Ballroom

Maid of Honor Escorted by _____ Music _____ Rocks or Ballroom

Flower girl & Ring bearer _____ Music _____ Rocks or Ballroom

Bride escorted by _____

Music _____

Rocks or Ballroom