

**STRATHMERE CHECKLIST "C"**  
**MUST BE SUBMITTED NO LATER THAN 6 WEEKS PRIOR TO YOUR WEDDING DAY**

\*\*\*\*\*

**PART 1: CATERING DETAILS**

**FOR THE WEDDING OF:**

**WEDDING DATE:**

and

*First*

*Last*

*First*

*Last*

Prior to meeting your Wedding Co-ordinator, please complete as much information as possible, and submit to Strathmere ([weddings@strathmere.com](mailto:weddings@strathmere.com)). Any item you prefer to discuss with the Co-ordinator, you can indicate "TBD". We recognize that this Checklist may change during the meeting with your Co-ordinator.

If a Wedding in Season or Custom Menu has been arranged, there is no need to provide many of the items - simply note, "Custom Package".

**BEFORE MEAL:**

**Bar Arrangements:** Cash bar means your guests will pay/Host bar means you will be paying.

For Wedding Party:  Cash  Host

For Guests:  Cash  Host

Comments:

**Punch:**

**Hors d'oeuvres/party trays:**

**MEAL:** Time:  Will anyone be saying a blessing?  Yes  No

Name of the Master of Ceremonies:

Estimated Number of Adults:  Children (3-10):  Children under 3:

No. of highchairs/booster seats required  (maximum of 3 highchairs are supplied)

**Type of Meal Service:**  Plated  Buffet  Gala Cocktail

**Menu:**

All menu selections must be finalized during final details or no later than 1 month prior to the wedding day, with confirmed guest count to be provided no later than 14 days prior to the wedding day.

**Children's Menu:**  Same as Adult Menu OR  Chicken Fingers/Veggies & Dip

**Special Meals at no additional charge:**

# Vegetarian (VEG):  Guests will be served same menu as above, with Portobello Mushroom Tower Entrée

# Vegan/Dairy Free (VDF):  Guests will be served Portobello Mushroom Tower, dairy free Potato & Vegetable, and Fruit Cup for dessert

# Gluten Free (GF):  Seasonal Fresh Fruit may replace chosen dessert. Strathmere entrées are gluten free with the exception of some beef sauces, which can be served with sauce on the side

# Additional Fresh Fruit (F):  For other guests unable to eat chosen dessert (e.g. diabetics, nut allergies)

\*\*Once seating plan is final, please add the following references to help us locate guests with special meals:

**VEG** = Vegetarian Meal    **VDF** = Vegan/Dairy Free    **GF** = Gluten Free    **F** = Seasonal Fresh Fruit

**Other Comments:**

## Strathmere Checklist "C" Continued

FOR THE WEDDING OF:   WEDDING DATE:

Wine: Type of Red:  Type of White:   
Type of Sparkling Wine:

If ordering wine not listed in Strathmere's Wedding Price List, we require at least 6 weeks' notice and is subject to availability from the LCBO.

AFTER DINNER: Approximate number of additional guests invited for reception only:

TIME EXPECTED TO ARRIVE:

### BAR ARRANGEMENTS AFTER DINNER:

For Wedding Party:  Cash  Host

For Guests:  Cash  Host

Comments:

LATE NIGHT SNACK: Time to Serve:  (10:30 or 11:00pm is recommended)

### Menu:

### ENFORCEMENT OF HOUSE POLICY :

Please provide a contact who can assist Strathmere staff in the event that further enforcement of the House Policy on Serving Alcohol is required (for the protection of all parties liable under Law). Strathmere staff and its security personnel are trained and experienced, however, it is very helpful to have a contact to represent the wedding couple who can assist on the rare occasion we should require this.

Strathmere's House Policy has been given to:

Name:  Relationship to Couple :

SET-UP: Number of people at Head Table:  Will you be having a seating plan:  Yes  No

Please ensure your seating plan is confirmed 14 days prior and the total on the plan equals total guest count provided to Strathmere. You are responsible for providing a seating plan for display; Strathmere will supply the easel at no charge.

Will you be using Strathmere's lanterns as your centerpieces?  Yes  No

LINEN: Please refer to "Wedding Additional Services" for pricing and delivery of specialty linen.

Napkin Colour/Type:  Table Linen Colour/Type:

Chair Covers:  Other:

**Note:** Strathmere will take care of ordering the linen quantities that are equal to the final guest and table count, and will add an additional 2% to the napkins and chair covers to be safe.

### Other linen comments:

Do you have any guests with accessibility requirements? If yes, please explain:

**OVERNIGHT GUEST ROOMS:** The complimentary guest room (for evening weddings only) will be available for check-in by 2:00 pm. All other rooms have a guaranteed check-in of 3:00 pm.

Is there anyone in addition to the wedding couple who is permitted access to the overnight room?

Yes  No Name:

Is the complimentary room being used by the wedding couple?  Yes  No

If no, please provide occupant name to receive this room:

## Strathmere Checklist "C" Continued

FOR THE WEDDING OF:  and  WEDDING DATE:

**BILLING ARRANGEMENTS:** Payment of the balance owing on the Final Event Order will be due no later than 14 days prior to the wedding day by cash, cheque or money order. Credit cards cannot be used for final payment. If you require changes, please contact Wedding Reservations prior to the due date. Within 30 days no changes to the menu selection are permitted and within 14 days, no reductions to guest count are permitted; Strathmere will do everything possible to make additions, however, it cannot guarantee this will be possible. A Reconciliation Invoice will be mailed following the wedding, reflecting final adjustments.

Invoice to:  Telephone:

Mailing Address:

### PART 2: SUPPLIER AND CEREMONY DETAILS

SUPPLIER	NAME/COMPANY	TEL. NUMBER/EMAIL
Clergy		
Ceremony Music (if at Strathmere)		
Ceremony Location (if not Strathmere)		
Photographer		
Videographer		
Disc Jockey		
Florist		
Decorator		
Wedding Cake		
Other(s)		

Strathmere Ceremony Time:  OR Arrival from the Church:

**Important: Lodge & Garden House guests cannot arrive between 4:30 & 5:00pm due to Inn ceremony.**

If ceremony at Strathmere, approximate arrival time:

Are you having a Receiving Line?  Yes  No

THE WEDDING PARTY	FULL NAMES
Parents of <input type="text"/>	
Parents of <input type="text"/>	
Maid of Honour	
Best Man	
Bride's Attendants	
Groom's Attendants	
Flower Girl	
Ring Bearer	
Other(s) – Indicate role in procession	