

**STRATHMERE CHECKLIST "B" – DUE 6 MONTHS PRIOR TO THE WEDDING DAY**

(or as soon as possible if booking less than 6 months)

**FOR THE WEDDING OF:**

**WEDDING DATE:**

**FACILITY BOOKED:**

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Inn

☐

Lodge

☐

Garden House

**Strathmere Ceremony Time:**

**OR**

**Arrival from the Church:**

(Please ensure it is within time frames noted on Wedding Confirmation Contract)

**Estimated Meal Time:**

(Allow at least two hours from start time of ceremony to start time of meal.)

**Preliminary Estimate of Guest Attendance** (including the wedding couple)

(Refer to Contract for Adult Minimum Requirements.)

Number of Adults:

Children (3-10):

Children under 3:

**Type of Meal Service:**

☐

Plated

☐

Gala Cocktail

☐

Buffet (for Lodge or Garden House only)\*

\*Please note maximum capacity for your facility, as indicated on page 1 of Price List.

**Food and Beverage Arrangements:**

(Menu selections must be confirmed during final details no later than 1 month prior to wedding date)

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I will be choosing from Strathmere's regular Wedding Price List.

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I will be choosing the Wedding in Season Package – a facility fee credit will be applied and our guest room will be upgraded to a king room at no charge.

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Please call me to discuss specialty food and beverage services. Following are some of our ideas/requirements (use separate page if needed):

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**I have read Strathmere's Decorating Policy and will pass it along to the appropriate person.**

(Please call Reservations to discuss extensive decorating plans)

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**I have read Strathmere House Policy on serving of alcohol and will assign someone the responsibility of assisting Strathmere with any security or alcohol-related issues that may arise.**

**Linen:**

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I will be using Strathmere's standard linen (90" round ivory tablecloth and ivory napkins)

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I will be using Strathmere's Wedding in Season floor length ivory table cloths and would

like to request the following napkin colour:

☐

I would like to request specialty linen as follows:

Contact Name

Date

Tel No. (Day)

(Cell)

Email

**IF YOU HAVE NOTED SPECIAL REQUESTS,  
WE WILL CONTACT YOU WITHIN ONE WEEK FOLLOWING RECEIPT OF THIS CHECKLIST.**