

Wedding and Reception Planner

Wedding date: ___/___/___ Time from: _____ to _____

Budget: R _____ .00

Note: Please take a careful look at www.tsitsikammaonsea.com and familiarize yourself with our facilities. Based on the information you provide below, we will provide you with an estimate of the costs involved.

Please answer the following questions as best as you can:

Your wedding planner and contact information: _____

Name of groom: _____ from: _____

Groom's parents: _____ and _____

Name of bride: _____ from: _____

Bride's parents: _____ and _____

Person responsible for paying the deposit and final bill: _____

Contact number: _____

Address: _____

Wedding ceremony held where (if not at Tsitsikamma on Sea): _____

Name of officiator (minister/preacher/priest/official): _____

Anticipated number of guests for reception: _____

Number of guests requiring accommodation, a) the night before: _____ b) the night of: _____

Most guests will be coming from: _____

Costs:

Marquis tent needed: Y/N _____ Size: _____ Cost: _____

Seating for: _____ (number of guests) at _____ tables (guests per table) Cost: _____

Dance floor: Y/N _____ Size: _____ Cost: _____

Raised platform: Y/N _____ Size: _____ Cost: _____

Sound system needed: Y/N _____ Cost: _____

DJ needed: Y/N _____ Cost: _____

Caterers contact information (if your own): _____ Cost: _____

If we do the catering:

Food presentation: Platters: ____ or individually plated: ____ (Y/N)

Budget per person: R _____.00 Cost: _____

Serving staff needed ____ (1 server per 10 guests suggested) Cost: _____

Liquor and quantities: _____ Cost: _____

Chapel/Gazebo required: Y/N ____ Where: _____
eg. Poolside, in the woods, in the marquis tent etc. Cost: _____

Are we to provide table cloths and decorations: Y/N ____ Cost: _____

If yes:

a) Colour schemes: _____ Cost: _____

b) Candles or table lamps: Y/N ____ Cost: _____

c) Table flowers arrangements: Y/N ____ Cost: _____

d) Sparkle lighting surroundings: Y/N ____ Cost: _____

e) Chair covers or draping: Y/N ____ Cost: _____

Braai: ____ or spit braai ____ (Y/N)

If yes, types of meat and quantities: _____ Cost: _____

Heated pool: Y/N Cost: _____

Bonfire: Y/N ____ Cost: _____

Set-up and clean-up: Cost: _____

Notes, comments and questions:
