

Wedding Checklist brought to you by Tribeca Rooftop

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please complete and return no later than **14** days prior to your event.

<i>Basic Info</i>	Date of function: _____ Guest Count: _____ Bride and groom's name: _____ Client's contact at Tribeca: _____ Client's designated financial contact: _____ Party Planner (if applicable): _____																																						
<i>Arrival Time</i>	<table border="0"> <tr> <td>_____ <i>am/pm</i></td> <td>BRIDE/GROOM ARRIVAL</td> <td>Bridal suite:</td> <td><input type="radio"/> Downstairs</td> <td><input type="radio"/> Photo studio (additional rental fee)</td> </tr> <tr> <td>_____ <i>am/pm</i></td> <td>FLORAL DESIGNER ARRIVAL</td> <td>NAME: _____</td> <td>PHONE #: _____</td> <td></td> </tr> <tr> <td>_____ <i>am/pm</i></td> <td>BAND/D.J. ARRIVAL</td> <td>NAME: _____</td> <td>PHONE #: _____</td> <td></td> </tr> <tr> <td>_____ <i>am/pm</i></td> <td>PHOTOGRAPHER ARRIVAL</td> <td>NAME: _____</td> <td>PHONE #: _____</td> <td></td> </tr> </table> <p style="text-align: center;">** Please note: Vendor Insurance Certificates must be provided**</p>	_____ <i>am/pm</i>	BRIDE/GROOM ARRIVAL	Bridal suite:	<input type="radio"/> Downstairs	<input type="radio"/> Photo studio (additional rental fee)	_____ <i>am/pm</i>	FLORAL DESIGNER ARRIVAL	NAME: _____	PHONE #: _____		_____ <i>am/pm</i>	BAND/D.J. ARRIVAL	NAME: _____	PHONE #: _____		_____ <i>am/pm</i>	PHOTOGRAPHER ARRIVAL	NAME: _____	PHONE #: _____																			
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<i>Hospitality</i>	_____ <i>am/pm</i> GUEST ARRIVAL - invitation time Beverage: <input type="radio"/> Champagne <input type="radio"/> Sparkling Water <input type="radio"/> White Wine <input type="radio"/> All Style: <input type="radio"/> Passed <input type="radio"/> Stationary Location: <input type="radio"/> Lobby <input type="radio"/> Upstairs																																						
<i>Ceremony</i>	<table border="0"> <tr> <td>_____ <i>am/pm</i></td> <td>KATUBAH CEREMONY</td> <td>location: _____</td> <td><input type="radio"/> Do not have KATUBAH CEREMONY</td> </tr> <tr> <td>_____ <i>am/pm</i></td> <td>CEREMONY START</td> <td></td> <td></td> </tr> </table> <table border="0"> <tr> <td>Location:</td> <td><input type="radio"/> Dancefloor</td> <td><input type="radio"/> Photo studio (additional rental fee)</td> </tr> <tr> <td>Receiving table for place cards?</td> <td><input type="radio"/> yes</td> <td><input type="radio"/> no</td> </tr> <tr> <td>Location: _____</td> <td>size: _____</td> <td></td> </tr> <tr> <td>Table for Yarmulkes:</td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> <tr> <td>If yes,</td> <td><input type="radio"/> Passed</td> <td><input type="radio"/> Stationary</td> </tr> <tr> <td>Musicians:</td> <td><input type="radio"/> yes</td> <td><input type="radio"/> no</td> </tr> <tr> <td>If yes, location: _____</td> <td></td> <td></td> </tr> <tr> <td>Procession to enter from hallway:</td> <td><input type="radio"/> yes</td> <td><input type="radio"/> no</td> </tr> <tr> <td>How many songs for processional: _____</td> <td></td> <td></td> </tr> <tr> <td>How long is ceremony? _____</td> <td></td> <td></td> </tr> </table> <p>If the ceremony is at the Tribeca Rooftop, please give us your procession line up, as well as, who is standing or sitting and on which side of the chuppah they will be on. (left or right) :</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 	_____ <i>am/pm</i>	KATUBAH CEREMONY	location: _____	<input type="radio"/> Do not have KATUBAH CEREMONY	_____ <i>am/pm</i>	CEREMONY START			Location:	<input type="radio"/> Dancefloor	<input type="radio"/> Photo studio (additional rental fee)	Receiving table for place cards?	<input type="radio"/> yes	<input type="radio"/> no	Location: _____	size: _____		Table for Yarmulkes:	<input type="radio"/> Yes	<input type="radio"/> No	If yes,	<input type="radio"/> Passed	<input type="radio"/> Stationary	Musicians:	<input type="radio"/> yes	<input type="radio"/> no	If yes, location: _____			Procession to enter from hallway:	<input type="radio"/> yes	<input type="radio"/> no	How many songs for processional: _____			How long is ceremony? _____		
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<i>Ceremony</i>	Provide light bulb wrapped in napkin? <input type="radio"/> Yes <input type="radio"/> No Provide table for Rabbi during ceremony? <input type="radio"/> Yes <input type="radio"/> No Choice of wine: <input type="radio"/> White <input type="radio"/> Red <input type="radio"/> Kosher wine <input type="radio"/> none Receiving line: <input type="radio"/> Yes <input type="radio"/> No																												
	Special instructions: _____ _____ _____ _____																												
<i>Reception</i>	_____ <i>am/pm</i> COCKTAIL HOUR START																												
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	Please note: Seating cards must be alphabetized **Please note: Final Guest List with table # assignments must be submitted with Floor Plan**																												
	special instructions: _____ _____ _____ _____																												
<i>Sit-Down Dinner/Buffer</i>	_____ <i>am/pm</i> SIT-DOWN DINNER/BUFFET START - BALLROOM																												
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	special dietary request: _____ Kosher Meal(s) guest name/table _____ _____ _____ Children's Meal(s) guest name/table _____ _____ _____ Vegetarian Meal(s) guest name/table _____ _____ other dietary restrictions that we might be able to accomodate (please explain): _____ _____ _____																												
	_____ - total number of meals we will be supplying for band at 1/2 the per guest price. D.J. _____, photographers _____, videographers _____.																												

