



WEDDING INFORMATION CHECK LIST

1. Bride: _____ Groom: _____
2. Wedding Date: _____ Arrival time: _____
3. FINAL NUMBER OF PEOPLE ATTENDING WEDDING: _____ (must be in compliance with Multnomah Country Covid-19 restrictions for wedding day). **Please initial: _____**
4. DAY OF WEDDING COORDINATOR: Name: _____ Email: _____
Cell Phone: _____ Arrival Time: _____
5. CEREMONY SITE LOCATION: _____ TIME: _____
 - a. Is Rehearsal Time Needed: Yes ___ No ___ When? _____
 - b. ONLY BIRDSEED AND REAL PETALS ALLOWED TO BE THROWN: **Please initial: _____**
 - c. If using a wedding tent prior permission must be granted. Delivery & pick up times must be approved prior to renting a tent. Spikes are not allowed in irrigated areas.
Please initial: _____
6. RECEPTION LOCATION: _____ TIME: _____
 - a. Will separate area be used for appetizers- Yes ___ No ___
 - b. If yes, please list location: _____
7. CATERER: Name: _____ Phone (cell): _____
 - a. OLCC license copy required if serving alcohol
 - a. Who will be serving alcohol? _____
 - b. Meet with caretaker & Trudy upon check in. **Please initial: _____**
 - c. List of Camp Angelos items being used (chafing dishes, punch bowls, platters, etc)
 - d. Refrigerator space required early- Yes ___ No ___ When _____
8. DISHWASHING STAFF: Required 1 dishwasher per 50 guests. Total # needed _____ cash due to each dishwasher at the end of Saturday night at the rate of \$15/hour/dishwasher. Who will be contact person for payment? _____ cell: _____
Please initial: _____
9. INSURANCE POLICY REQUIRED PRIOR TO STAY/FINAL PAYMENT DUE 30 DAYS PRIOR
Please initial: _____

10. **FLOOR PLAN AND TABLE SELECTIONS - 2 WEEKS PRIOR**

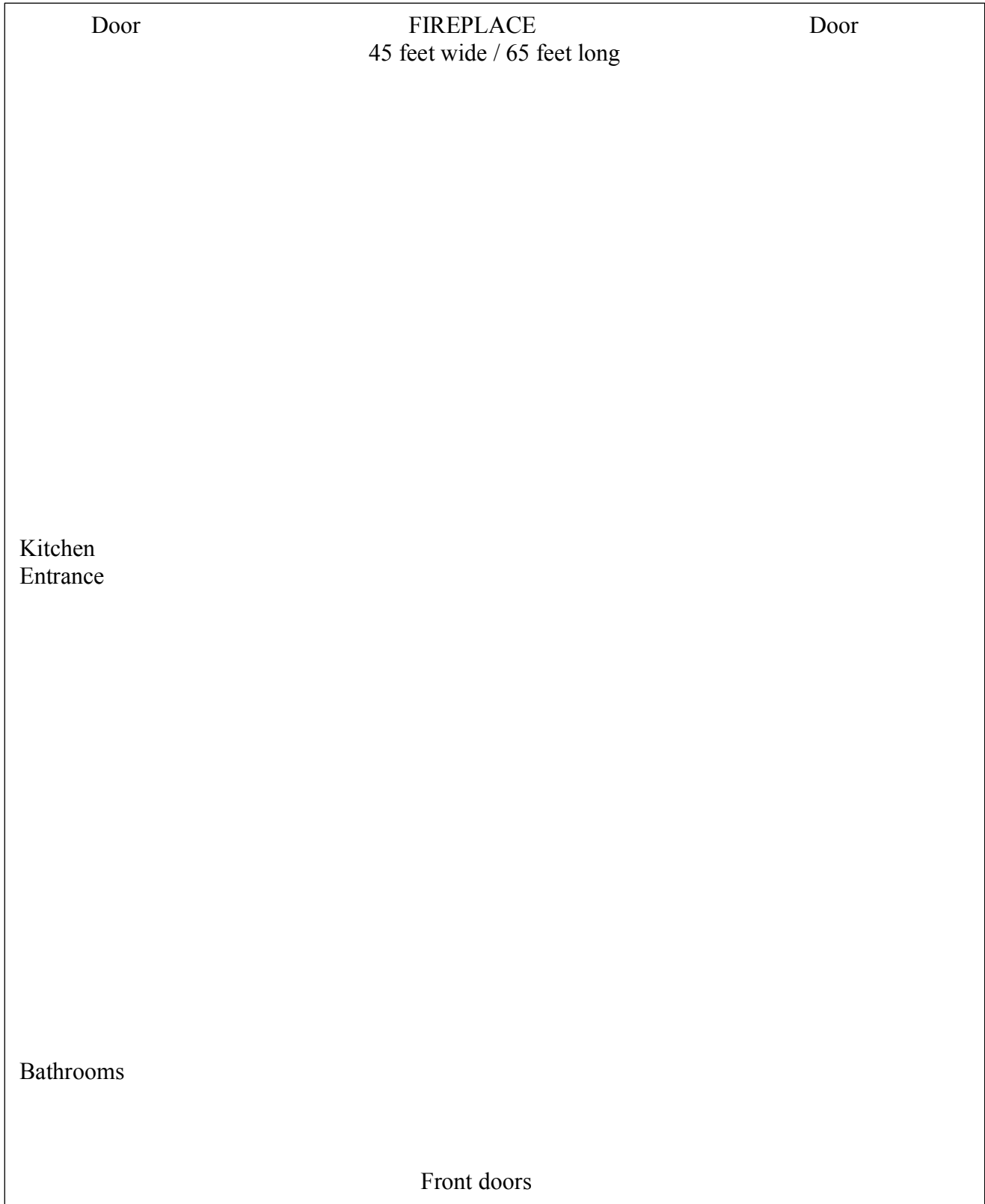
- a. Guest book table __; gift table __; buffet tables # __; bar __; DJ tables # __; cake/dessert table(s) # __;
- b. dishes-salad __ apps __ dinner __ dessert __ coffee __ (#)
- c. glasses-beer __ wine __ champagne __ water __ (#)
- d. 5' round tables # __ 6' rectangle tables # __ octagonal tables # __ bistro tables # __
(We have 30 round tables, 40 rectangle tables, 6 octagonal tables. 5 bistro tables)
- e. Alternate floor plans required for inclement weather (see attached)
- f. All ceremony and reception floor plans must be received 2 weeks prior to wedding date
Please initial: _____

11. DAY OF WEDDING SCHEDULE

- a. Must be sent **2 WEEKS PRIOR** along with Floor Plan and Table Selections. Please initial _____

TABLE FLOOR PLAN-INSIDE LODGE

Back Patio



Front covered deck