

Name of Event: _____ Date: _____

Your Wedding Plan at Bandon Crossings

Please provide all information so that your event can run smoothly

Primary Contact: _____ Phone: _____

Email: _____ Relationship: _____

Couple

Name: _____ Phone: _____

Email: _____

Mailing address: _____

Name: _____ Phone: _____

Email: _____

Other Contact: _____ Phone: _____

Email: _____ Relationship: _____

Lodging at Bandon Crossings Available: _____ **Extra days request:** _____

Pre-Event Golf Outing

___ Yes, we want to enjoy a golf outing on (date) _____ Number of players: _____

Pricing is at a preferred rate and based upon the season. Four golfers with a cart are included in the package price.

Beverage Services Requested

___ Hosted Bar or ___ Non-Hosted Bar or ___ No Alcohol at this event

___ Beer & Wine Only ___ Include distilled spirits (requires event permit of \$100)

Wedding Ceremony to be held:

___ Outside at Bandon Crossings ___ Inside at Bandon Crossings ___ Off Premises

Incllement weather may necessitate changes

Number of total people expected: _____ (maximum 90)

Outside Vendors

Wedding Planner: _____ Phone: _____

Email _____ * (Required, whether paid or unpaid)

Caterer _____ Phone: _____

Email _____ (Must be licensed and approved)

Setup & Cleanup times? _____ Special needs: _____

Name of Event: _____ Date: _____

Photography _____ Phone: _____

Email _____ (Need release for Bandon Crossings)

Photo shoot on the golf course? _____ When? _____

Music/DJ _____ Phone: _____

Email _____ (responsible for music licensing)

Bringing own equipment? _____ Power & space needs: _____

Use our TV? _____ Sounds board & Speakers? _____

Cake/Dessert _____ Phone: _____

Email _____ Delivery Time: _____

Florist _____ Phone: _____

Email _____ Delivery Time: _____

Rentals _____ Phone: _____

Email _____ Delivery Time: _____

What items? _____

Other _____ Phone: _____

Email: _____ Notes: _____

Decorations

Please provide plan and schedule for approval. You assume all liability for decorations, and everything must be removed by the end of the night (10 pm).

Candles must be artificial; no flames allowed. Decorations must be free-standing; nothing can be hung from walls or beams. No confetti, glitter, rice, birdseed, or loose artificial or real flower petals or wedding sparklers. Any additional cleanup required will be paid using the security deposit. Please designate who is in charge of "Cleanup" of your decorations, etc.

Room Layout, Furniture and linens

See our handy guide: **Cypress Room Layout Tools**. You can use it to design and then order furniture and linens.

Other Notes: