



# wedding planner

Date of Wedding: \_\_\_\_\_

Date/Time of Delivery: \_\_\_\_\_

Date/Time of Pick up: \_\_\_\_\_

Venue: \_\_\_\_\_

How did you hear about us: \_\_\_\_\_

Contact #1 \_\_\_\_\_ Role \_\_\_\_\_

Phone# \_\_\_\_\_ Email: \_\_\_\_\_

Contact #2 \_\_\_\_\_ Role \_\_\_\_\_

Phone# \_\_\_\_\_ Email: \_\_\_\_\_

Venue/Address \_\_\_\_\_

Caterer/Contact \_\_\_\_\_

Wedding Planner/Contact \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Dinner : Seated or Buffet: \_\_\_\_\_ Table service for wine during dinner: \_\_\_\_\_

Hours: Reception start/end times: \_\_\_\_\_ Welcome drinks before Ceremony? \_\_\_\_\_

We have a budget- either total or per person: \_\_\_\_\_ We are open : \_\_\_\_\_

We would like a Full Bar: \_\_\_\_\_ Beer and Wine only: \_\_\_\_\_ Does your venue have a "Red Rule"? \_\_\_\_\_

**\*\*On a full bar we include: Scotch, Vodka, Gin, Bourbon, Rum, Beer, and Wine\*\*Brands can be selected based on budget\*\***

Add-ons: Tequila: \_\_\_ Canadian Whiskey: \_\_\_ Liqueurs for Coffee: \_\_\_ Scotch Cart\*: \_\_\_ Bourbon Tasting\*: \_\_\_ Rosé: \_\_\_

Signature Cocktails: \_\_\_\_\_ Available at the bar or passed? \_\_\_\_\_

Brands you would like to see on the bar (either national or local): \_\_\_\_\_

\_\_\_\_\_

Our menu: \_\_\_\_\_

\_\_\_\_\_

We have the following preference on wines (think country/region/variety/price) or we would like assistance from the wine experts\*\* \_\_\_\_\_

\_\_\_\_\_

\*Ace Beverage provides only the scotch or bourbon, you will work with your caterer/planner on a display

\*\*We typically send 1 red and 1 white for the bar and a different red and white for dinner unless specified otherwise

The Bubbly: True Champagne or Sparkling Wine from another region? \_\_\_\_\_

**\*\*True Champagne, from the French Champagne region, start at \$30/bottle. Sparkling Wines start at \$8/bottle\*\***

Will the servers pass the sparkling wine during the cocktail hour or will it just be available on the bar? \_\_\_\_\_

Is there going to be a pre poured Champagne Toast? \_\_\_\_\_

Beer Selections: Unless requested, Ace Beverage sends 3 types of beer: two regular and one light, all in bottles.

Brands/Styles we would like to see: \_\_\_\_\_

Craft or Seasonal brews? \_\_\_\_\_

A few more details...

Will your caterer provide the non-alcoholic beverages? \_\_\_\_\_

Should we send:

Water (Still/Sparkling): \_\_\_\_\_

Sodas/Mixers: \_\_\_\_\_

Juice (Orange/Cranberry): \_\_\_\_\_

We have formulas we work with to gauge the quantity of beverages to send, but you if you know your guests particularly like certain items let us know so we may take that into account. Is there any additional information you would like us to know?

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