

The Range Client Checklist

Name :

Function date :

Required menu :

Required starter :

Signature :

Number of guests		Number of adults					
		Number of kids U/12					
Times							
Arrival		Departure					
Ceremony	yes	no					
Stone Chapel							
Garden ceremony							
horse and carriage							
Seating & Bridal Table	yes	no		yes	no	no	no
Number of guests bridal table			Cake table				
U - shape bridal table			Dance floor				
Straight bridal table							
Seating plan							
Pre-drinks	yes	no					
Sparkling wine & orange juice							
Sherry							
Punch - alcoholic							
- non - alcoholic							
Gluwein							
Bubbly Bull							
Times	<u>TIMES</u>						
Time for starters							
Time for speeches							
Time for main meal							
Time for dessert							
Time for cutting of cake							
Bar requirements			yes	no			
Full Bar	TAB on wine, Malt, Spirits & Sodas						
Wine & Malt & Sodas	TAB on wine, Malt, Sodas & Spirits cash						
CASH BAR	EVERYTHING CASH						
Wines provided by The Range							
Wines on tables							
Sparkling waine							
Overlays	yes	no	Serviettes	yes	no		
Burgundy							
Green			White				
No overlays							
Chaicovers	yes	no		yes	no		
Main table ony			Candles				
All chairs							
Music	yes	no					
Band							
DJ							
Range Background							

Please complete in full, sign and fax back to 021 - 713 2342