



# Seating Chart Instructions

1. Please seat 8-10 guest per table.
2. Parents of the Bride & Groom can be seated at table #'s 1,2, 13 or 14.
3. Please indicate the number of guests and meals per table, including the head table. Example:



10 People  
 4 fish  
 3 beef  
 3 chicken

For the Head Table, please number the meals, starting with #1, left to right.

Seating Chart and meal counts must be called or faxed in at least 10 days prior to any function!

If you have any questions, please call us!  
 P: (860) 628-8509 F: (860) 621-8985

## REMINDER LIST

Final Payment Due Ten (10) Days Prior to Event

- Guest Book
- Gift Box
- Cake Knife
- Cake Top
- Toasting Glasses  
(Bride & Groom Only)
- Seating Chart
- Place Cards

(In Alphabetical Order w/ Dinner Choices on Back)

- Party Favors
- Cake
- Flowers
- DJ
- Family Tables Marked  
Extra Comments?

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## VENDOR DINNERS

Vendor Type	How Many?	Table#
Photographer	_____	_____
Videographer	_____	_____
DJ/Band	_____	_____