



BRIDE & WEDDING EVENT CENTER INTAKE FORM

Glencoe City Center • Wedding Planning & Event Details

Thank you for choosing the Glencoe City Center. Please complete this form so our team can understand your vision, prepare your event space, and make sure your needs are covered. If you are unsure about an item, select "Need Assistance" and we will review it with you.

1. BRIDE & GROOM INFORMATION

Bride's Full Name _____	Groom/Partner's Full Name _____
Preferred Name(s) _____	Phone _____
Email _____	Wedding Date _____
Event Center Booking/Contract Number _____	Event Coordinator _____

Preferred Method of Communication

☐ Phone

☐ Text

☐ Email

2. WEDDING DETAILS

Type of Event

☐ Wedding Ceremony & Reception

☐ Reception Only

☐ Ceremony Only

☐ Wedding Shower

☐ Rehearsal Dinner

☐ Other: _____

Expected Number of Guests _____	Final Guest Count Due By _____
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Will children be attending?

☐ Yes

☐ No

☐ Unsure

Will there be a wedding party/head table?

☐ Yes

☐ No

Approximate number in wedding party:

3. CEREMONY

Will the ceremony be held at the Event Center?

☐ Yes ☐ No

Ceremony Start Time _____	Ceremony Location/Room _____
Estimated Ceremony Length _____	

Ceremony Setup

- ☐ Guest chairs
- ☐ Ceremony arch
- ☐ Unity candle/table
- ☐ Programs table
- ☐ Aisle
- ☐ Backdrop
- ☐ Sign-in table
- ☐ Reserved seating signs
- ☐ Aisle runner
- ☐ Ceremony table
- ☐ Gift table
- ☐ Other: _____

Ceremony décor needed:

4. RECEPTION

Reception Start Time

Reception End Time

Cocktail/Social Hour

☐ Yes

☐ No

If yes, start time

End time

Preferred Reception Layout

☐ Round tables

☐ Rectangle/banquet tables

☐ Combination of round & rectangle

☐ Family-style tables

☐ Cocktail tables

☐ Head table

☐ Sweetheart table

☐ King table

☐ Other: _____

Estimated number of guest tables

Number of guests per table

5. TABLES & CHAIRS

Tables — please indicate what you need from the Event Center

☐ Round tables

☐ 6-foot rectangle tables

☐ 8-foot rectangle tables

☐ Cocktail/high-top tables

☐ Cake table

☐ Gift table

☐ Guest book table

☐ Dessert table

☐ Buffet tables

☐ DJ/Band table

☐ Vendor tables

☐ Head table

☐ Sweetheart table

☐ Other: _____

Chairs

☐ Standard event chairs

☐ Chiavari chairs

☐ Chair covers

☐ Chair sashes

☐ Specialty chairs

☐ Ceremony chairs

☐ Other: _____

Estimated number of chairs needed:

6. LINENS

Tablecloths

☐ White

☐ Ivory

☐ Black

☐ Colored

☐ Patterned

☐ Specialty fabric

☐ No tablecloths

Preferred color:

Table Runners

☐ Yes

☐ No

Color/style:

Napkins

☐ Yes

☐ No

Color:

Chair Décor

☐ Chair covers

☐ Chair sashes

☐ Ribbon

☐ Florals

☐ No chair décor

☐ Other: _____

7. DÉCOR & DESIGN

Do you need Event Center décor services?

- ☐ Yes ☐ No
- ☐ Bringing my own décor ☐ Need assistance deciding

Overall Wedding Style

- ☐ Elegant ☐ Classic ☐ Romantic
- ☐ Rustic ☐ Modern ☐ Glamorous
- ☐ Boho ☐ Minimalist ☐ Garden/Floral
- ☐ Vintage ☐ Other: _____

Primary Wedding Color

Secondary Color

Accent Color

Décor Needed

- ☐ Table centerpieces ☐ Floral arrangements ☐ Ceremony arch
- ☐ Backdrop ☐ Head table décor ☐ Sweetheart table décor
- ☐ Cake table décor ☐ Gift table décor ☐ Guest book table décor
- ☐ Buffet table décor ☐ Welcome table décor ☐ Signage
- ☐ Candles ☐ Lanterns ☐ Vases
- ☐ Chargers ☐ Centerpiece stands ☐ Table numbers
- ☐ Place cards ☐ Easels ☐ Draping
- ☐ String/fairy lights ☐ Uplighting ☐ Backdrop lighting
- ☐ Other: _____

Describe your décor vision:

8. FLORAL NEEDS

Will you be using a florist?

- ☐ Yes ☐ No ☐ Need a florist recommendation

Floral Items

- ☐ Bridal bouquet ☐ Bridesmaids' bouquets ☐ Boutonnieres
- ☐ Corsages ☐ Ceremony flowers ☐ Arch flowers
- ☐ Aisle flowers ☐ Table centerpieces ☐ Head table flowers
- ☐ Cake flowers ☐ Other: _____

Florist Name

Florist Phone/Email

9. FOOD & CATERING

Catering provided by

- ☐ Event Center
☐ Self-Catered

- ☐ Outside Caterer
☐ Other: _____

Meal Style

- ☐ Buffet
☐ Food Stations
☐ Other: _____
- ☐ Plated
☐ Heavy Appetizers
- ☐ Family Style
☐ Dessert Only

Menu Selection:

Food Stations / Extras

- ☐ Appetizers
☐ Side dishes
☐ Candy buffet
☐ Other: _____
- ☐ Salad
☐ Late-night snack
☐ Popcorn/snack station
- ☐ Entrée
☐ Dessert table
☐ Coffee/tea station

Dietary Needs

- ☐ Vegetarian
☐ Dairy-free
- ☐ Vegan
☐ Nut allergy
- ☐ Gluten-free
☐ Other allergies/restrictions

Dietary details:

10. CAKE & DESSERTS

Wedding Cake

- ☐ Yes ☐ No

Cake Vendor

Cake Delivery Time

Services / Setup

- ☐ Cake cutting service needed ☐ Cake table needed ☐ Cake table décor needed

Additional Desserts

- ☐ Cupcakes
☐ Donuts
☐ Other: _____
- ☐ Cookies
☐ Candy
- ☐ Cheesecake
☐ Dessert shooters

11. BEVERAGE SERVICE

- ☐ Non-alcoholic only
- ☐ Hosted bar
- ☐ Other: _____

- ☐ Bar service
- ☐ Beer & wine

- ☐ Cash bar
- ☐ Full bar

Additional Beverage Needs

- ☐ Bartender needed
- ☐ Coffee/Tea service
- ☐ Water station

Other beverage needs:

12. MUSIC & ENTERTAINMENT

Entertainment

- ☐ DJ ☐ Live Band ☐ Solo Musician
☐ Playlist ☐ Other: _____

Vendor Name

Vendor Contact

Equipment Needed

- ☐ DJ table ☐ Power access ☐ Microphone
☐ Speakers ☐ Dance floor ☐ Stage
☐ Additional lighting ☐ Projector ☐ Screen
☐ Other: _____

Special music requests:

13. PHOTOGRAPHY & VIDEOGRAPHY

Photographer

Photographer Phone/Email

Videographer

Videographer Phone/Email

Photography areas requested

- ☐ Getting ready area ☐ Ceremony ☐ Reception
☐ Bridal party ☐ Couple portraits ☐ Family photos
☐ Outdoor photos ☐ Other: _____

14. SPECIAL EVENT FEATURES

- ☐ Dance floor ☐ Stage ☐ Photo booth
☐ Guest book station ☐ Card/gift box ☐ Welcome sign
☐ Seating chart ☐ Memorial table ☐ Kids' area
☐ Lounge area ☐ Outdoor area ☐ Fire pit
☐ Tent ☐ Ceremony arch ☐ Photo backdrop
☐ Champagne toast ☐ Sparkler exit ☐ Send-off
☐ Other: _____

15. SIGNAGE & PRINTED MATERIALS

- ☐ Welcome sign ☐ Seating chart ☐ Table numbers
☐ Menu cards ☐ Reserved signs ☐ Bar sign

☐ Ceremony sign

☐ Guest book sign

☐ Dessert sign

☐ Directional signs

☐ Other: _____

Will signage be provided by the Event Center?

☐ Yes

☐ No

☐ Some items

16. WEDDING PARTY & SPECIAL TABLES

- | | | |
|--|---|---|
| ☐ Head table | ☐ Sweetheart table | ☐ Parents' table |
| ☐ Wedding party table | ☐ Children's table | ☐ Vendor table |
| ☐ Gift table | ☐ Guest book table | ☐ Memorial table |
| ☐ Cake table | ☐ Dessert table | |

Special seating requirements:

17. ACCESSIBILITY & GUEST NEEDS

- | | |
|---|---|
| ☐ Wheelchair accessibility | ☐ Handicap-accessible seating |
| ☐ Special restroom needs | ☐ Elderly guest accommodations |
| ☐ High-chair needs | ☐ Booster seats |
| ☐ Other: _____ | |

Details:

18. SETUP & DECORATING

Who will decorate the Event Center?

- | | | |
|---|--|---|
| ☐ Event Center staff | ☐ Bride/Groom | ☐ Wedding party/family |
| ☐ Wedding planner | ☐ Outside decorator | ☐ Combination |

Decorating Start Time _____	Decorating Team Arrival Time _____
Décor Delivery Date/Time _____	

Décor Delivery / Setup

- | | |
|---|---|
| ☐ Décor will be delivered before event | ☐ Event Center staff to set up tables & chairs |
| ☐ Event Center staff to set up décor | ☐ Some décor items only |

19. CLEANUP & BREAKDOWN

Who will remove décor after the event?

- | | | |
|---|---|--|
| ☐ Event Center staff | ☐ Wedding party/family | ☐ Wedding planner |
| ☐ Outside decorator | ☐ Other: _____ | |

Who will remove personal belongings?

Estimated breakdown time:

Items being taken home:

Items being discarded:

20. VENDOR INFORMATION

Please list all vendors working at your wedding.

Vendor	Company / Name	Phone	Email
Wedding Planner			
Caterer			
Florist			
Photographer			
Videographer			
DJ/Band			
Cake/Dessert			
Decorator			
Hair/Makeup			
Transportation			
Other			

21. WEDDING DAY TIMELINE

Bride Getting Ready _____	Vendor Arrival _____
Decorating Begins _____	Photographer Arrival _____
Ceremony _____	Cocktail Hour _____
Grand Entrance _____	Dinner _____
Toasts _____	Cake Cutting _____
First Dance _____	Parent Dances _____
Dancing Begins _____	Bouquet/Garter _____
Last Call _____	Last Dance _____
Grand Exit _____	Event Ends _____

22. SPECIAL ANNOUNCEMENTS & TRADITIONS

Please tell us about any special traditions, surprises, announcements, dances, or activities planned.

23. IMPORTANT RESTRICTIONS & REQUIREMENTS

Please confirm that you understand the Event Center's policies regarding:

- | | |
|--|---|
| ☐ Decorating restrictions | ☐ Candle/open-flame policy |
| ☐ Alcohol policy | ☐ Outside catering policy |
| ☐ Outside vendor policy | ☐ Noise/music restrictions |
| ☐ End-of-event time | ☐ Cleanup requirements |
| ☐ Damage/deposit requirements | ☐ Decorations that may not be attached to walls/ceilings |
| ☐ Confetti/glitter restrictions | ☐ Sparklers/fireworks restrictions |
| ☐ Other Event Center policies | |

Questions about any policies:

24. FINAL CHECKLIST

- | | |
|--|---|
| ☐ Wedding date confirmed | ☐ Guest count estimated |
| ☐ Room/layout selected | ☐ Tables selected |
| ☐ Chairs selected | ☐ Linens selected |
| ☐ Décor selected | ☐ Ceremony setup confirmed |
| ☐ Reception setup confirmed | ☐ Catering selected |
| ☐ Cake/dessert arrangements confirmed | ☐ Beverage arrangements confirmed |
| ☐ DJ/entertainment confirmed | ☐ Photographer/videographer confirmed |
| ☐ Vendor information provided | ☐ Timeline provided |
| ☐ Setup/decorating arrangements confirmed | ☐ Cleanup/breakdown arrangements confirmed |
| ☐ Special accommodations provided | ☐ Special requests provided |

25. ADDITIONAL NOTES & SPECIAL REQUESTS

Please tell us anything else you'd like our Event Center team to know.

BRIDE / CLIENT APPROVAL

I have reviewed the information provided on this form and understand that final selections, guest counts, setup requirements, décor, and additional services may be subject to the Event Center's pricing, availability, and policies.

Bride/Client Name _____	Signature _____
Date _____	Event Center Representative _____
Representative Signature _____	Date _____

EVENT CENTER USE ONLY

Deposit Paid _____	Balance Due _____
Final Guest Count _____	Staff Assigned _____
Additional Charges _____	Final Approval _____

Final Documents☐ Contract Reviewed — Yes☐ Final Floor Plan Received — Yes☐ Final Décor Plan Received — Yes☐ Final Timeline Received — Yes☐ Contract Reviewed — No☐ Final Floor Plan Received — No☐ Final Décor Plan Received — No☐ Final Timeline Received — No**Outstanding Items:**
