

Wedding Planner

Revised _____



NAME:

EVENT DATE:

GUESTS:

PARTY DURATION (5 HOURS):

Ceremony:

Reception:

EXTRA HOUR REQUESTED (FEE):

CAKE TASTING

-Poppies of Chicago/2600 W. 35th Street/Chicago, IL/Diane Roupas (312) 949-0404/dinar@poppiesdough.com

-Deerfield's Bakery/201 North Buffalo Grove Road/Buffalo Grove, IL/Sheila (847) 520-0068 (Ext.4)

Bakery:

Confirmation Date:

WINE SELECTION

Red:

White:

RENTALS

CEREMONY

- **Ceremony Off-Premise**

Wedding Items Drop-Off Day/Time:

Church Location:

Drive Time:

Guest Arrival at Armour House:

- **Ceremony at Armour House**

Wedding Items Drop-Off Day/Time:

Rehearsal Date/Time:

Guest Arrival at Armour House:

Ceremony Start Time:

Ceremony Length:

Reader(s):

**There will be 9 directional signs starting out at the entrance of LFA for guests to follow to the Armour House for parking/drop-off to the gardens and entry location*

- **Officiant:**

- **Ceremony Music:**

Chair Needs:

- **# in Bridal Party:**

- **Ceremony Table:**

- **Other Ceremony Needs:**

Light Bulb/Glass for Breaking:

Kiddush Cup (Client Provides):

Chuppah (Client Provides):

Unity Candle (Client Provides):

- **Ketubah Signing Time & Location:**

- **Ceremony Sound Needs:**

AH Provides (Extra Fee):

DJ/Band Provides:

- **Ceremony Inside Rain Option:**

Great Hall, Garden Room (Under 150) or Little Theater

**Note: During LFA school year, Bridal Suites aren't available until 3:30PM*

- **Bridal Party Arrival:**

- **Groomsmen Arrival:**

- **Pictures Taken Before Ceremony:**

First Look or Separately:

- **Meet & Greet:** AH Staff

- **Security:** LFA – 24 Hour On-Site

- **# of Ushers** (1-2 Required for Ceremony Guest Seating):
- **Valet or Outside Shuttle Service:**
- **Hotel(s):**
- **Guest to Arrive by Hotel Shuttles:**
 Arrival Times: _____ Departure Times: _____
- **Butler Passed Beverages** (Choose Three if Ceremony is at Armour House):
 Champagne, White Wine, Iced Tea, Lemonade, San Pellegrino
 or Specialty Bridal Drink:
- **Receiving Line:**
- **AH Private Bridal Suite Snacks** (Circle Choices):

Assorted ½ Sandwiches – \$5/person	Veggie Tray – \$5/person
Fresh Cut Seasonal Fruit – \$4/person	Cheese & Crackers – \$5/person
Beer/Wine/Champagne – To be \$ by Dean	Chips/Pretzels & Dip – \$2/person
Bottled Water – \$2/person	Assorted Sodas – \$2/person

COCKTAIL HOUR

Time: _____

Your Dinner includes the Selection of Five Hors d'oeuvres:

Grilled Beef or Chicken Roll Skewers with Ginger Sauce

Tender beef rolled carrots/scallions or chicken rolled with chestnut/ginger

Smoked Bacon & Cheddar Risotto Fritters

Smoked bacon, cheddar cheese and Arborio rice with Panko breading and fried

Smoked Salmon Mousse on Cucumber

English cucumber slice topped with salmon mousse of capers, onion and dill

Mini Quiche

Rich pastry crust filled with egg custard, choice of vegetarian or Lorraine

Caramelized Onion Tartlet

Tartlet shell filled with sweet caramelized onion and goat cheese

Mini Beef Wellington

Tender beef with mushroom duxelle in puff pastry

Crab Cakes

Lump crab meat, green and red peppers and cayenne breaded in Panko and fried

Feta Cheese & Tomato Bruschetta

Served on an endive spear or garlic crostini

Shrimp Cocktail Shooters

Jumbo shrimp served with traditional or custom style cocktail sauce

Coquille St. Jacques

Gratined sea scallops with creamy gruyere

Spanakopita

Spinach, feta and pine nuts wrapped in filo and baked to a crispy finish

Chicken or Vegetarian Empanadas

Classic Spanish turnover stuffed with choice of seasoned chicken or vegetables

Social Hour Music:

Location or Needs:

BAR

Package: Premium

Bride Signature Drink:

Groom Signature Drink:

Bar 1 Location: Patio (Garden Room Weather Option)

Bar 2 Location: Library

**1 bar per approximately 100 guests*

RECEPTION

Bridal Party Gather for Introductions at:

Ring Chimes at:

Guests Seated at:

Announcements *(Please provide list/order of names to AH & Emcee for order of introductions):*

Announcer:

Introductions:

Bride & Groom – Staircase

Bridal Party – Staircase or Lower Staircase (From Side)

Parents – Staircase or Lower Staircase (From Side)

Grandparents – Lower Staircase or Table

Bridal Party Pairings *(Provide names and order of introductions of Bridal Party):*

Toasts:

Time:

Giving Toast *(Commonly 4-7 Minutes):*

**Champagne pour will be done prior to this toast – San Pellegrino water will be offered to guests under the age of 21 and upon request*

Blessing:

Time:

Giving Blessing:

Challah or Wine Required:

DINNER SERVICE

Time:

Dinner Music/Entertainment:

Location of Music:

**Dinner will be served in the Great Hall. The entire dinner service lasts 1-1 ½ hours – it's important we stick to the timeline due to not being able to hold food!*

PLATED APPETIZERS

Serve Time:

Lobster and tarragon soufflé with white truffle saffron cream

\$15.00 additional per guest

Chili pepper grilled quail with exotic mushroom ragu

\$13.00 additional per guest

Oven baked asparagus and goat cheese tartlet with basil cream

\$12.00 additional per guest

SOUP

**If you prefer to serve both soup & salad, there is an additional charge of \$7.00/guest*

HOT

Wild Mushroom Bisque

Winter Vegetable

White Asparagus

COLD

Classic Tomato Gazpacho

Melon, Lime and Mint

Coconut Mango

SALAD

Salad Serve Time:

**Bread service goes out with salad and first wine pairings are poured*

- Wild Greens with Pine Nuts, Edible Flowers and Balsamic Vinaigrette
- Baby Spinach Salad with Strawberries, Toasted Pecans and Poppy Seed Dressing
- Romaine Hearts with Fresh Mozzarella, Grape Tomatoes, Ripe Olives and Red Wine Dressing
- Bibb Lettuce with Dried Cranberries, Gorgonzola, Glazed Walnuts and Raspberry Vinaigrette
- Bibb Lettuce with Red Pepper, Jicama Batons and Lemon Vinaigrette
- Baby Iceberg Wedge with Bacon Lardoons, Grape Tomatoes, Crumbled Goat Cheese and Balsamic Vinaigrette

Intermezzo:

Time:

Flavor: Pineapple, Lemon, Mango, Passion Fruit, Raspberry, Pink Grapefruit or Tangerine

Entrees:

Time:

**Please choose a color/symbol to designate on place cards according to which meal choice the guest chooses. Place cards should be in alphabetical order, not by table number order.*

ENTREES

Petite Filet of Beef with Bordelaise Sauce and Lobster Tail Poached in Butter and Garlic	\$145.00
Petite Filet of Beef with Bordelaise Sauce and Grilled Salmon with Herbed Butter Sauce	\$135.00
Petite Filet of Beef with Bordelaise Sauce and Breast of Chicken Stuffed with Artichokes, Sundried Tomatoes and Capers with Parmesan Cream Sauce	\$130.00
Grilled Filet of Beef with Exotic Mushroom Sauce	\$129.00
Grilled Filet of Beef with Thyme or Bordelaise Sauce	\$127.00
Salmon en Croute with Spinach and Herbed Butter Sauce or Grilled Salmon with Fresh Herb Cream Sauce	\$125.00

Macadamia Nut Crusted Grouper with Mango Chutney Salsa \$125.00

Prosciutto and Sage Wrapped Sustainable Halibut Filet with Creamy Lemon Butter Sauce \$127.00

Boneless Breast of Chicken Stuffed with Artichokes, Sundried Tomatoes and Capers with Parmesan Cream Sauce \$120.00

Statler Breast of Chicken with Wild Exotic Mushrooms and Port Wine Sauce \$122.00

Breast of Chicken Stuffed with Spinach, Ricotta and Pine Nuts with Parmesan Sauce \$120.00

Breast of Chicken with Black Pepper and Madeira Sauce \$118.00

VEGETARIAN OPTIONS - \$115.00

Portobello Mushroom Cap with Grilled Vegetable Tower – Grilled Zucchini, Yellow Squash and Eggplant Stacked on a Portobello Mushroom Cap, Served with Herbed Couscous and Red Pepper Coulis (Vegan)

Pasta and Vegetable Rotello – Spinach Pasta Roll Filled with Ricotta Cheese and Vegetables, Served with Tomato Basil Sauce and Chef's Fresh Vegetables

Exotic Mushroom Strudel with Red Pepper Coulis and Balsamic Vinaigrette – Chanterelle, Oyster and Shitake Mushrooms Roasted in Fresh Herbs, Garlic and White Wine, Rolled in Phyllo Dough and Baked Until Crisp, Served with Balsamic Glaze and Red Pepper Coulis

Grilled Eggplant Involtni with Ricotta, Parmesan Cheese and Spinach with Roasted Concasse

Additional Meals:

of Children's Meals (3-12 Years – Fruit at Salad Course, Ice Cream at Intermezzo, Chicken Tenders, French Fries & Applesauce - \$25):

of Vendor/Professional Meals (Grilled Chicken Meal - \$35):

Youth/Adult Entrees (Under 21 Years – Selects Regular Entrée Choice - \$68):

Dessert & Cake Cutting:

Cake Cutting Course: Intro, Salad or Intermezzo

Served or Buffet Course:

Cake Top:

of Tiers:

Sauce (Chocolate/Raspberry/Chef's Choice):

Cake Knife: Armour House or Client

Silver Cake Riser (\$25):

Flavors:

Silver Urn Coffee Serve in Library

Time:

Linen on Antique Table:

Speeches:

Speech by Bride & Groom:

Best Man & Maid of Honor:

Course/Time:

Course/Time: Entrée

Sweets:

Time:

Mini Sweets Table:

Cut Seasonal Fruit:

Special Requests with Bakery:

**Ratio charges apply to 50% of guest count*

Late-Night Food:

Time:

Pizza (Lou's or Ferentino's):

Chef's AH Menu:

**Ratio charges apply to 50% of guest count*

Dancing & Entertainment:

Time:

Send-Off:

Time:

Location:

FLOOR PLAN

Gift Table (*Will be moved to Library after Social Hour*): Outside

**Please assign family member or member of bridal party to gather gifts/cards after reception*

Linen:

Place Card Table (*Located in Garden Room*): 60" Round, 72" Round, 6' Table or Other

Linen:

38" Round Cake Table (*Centered in Garden Room*):

Linen:

Birdcage/Card Box:

Table Numbers:

Guest Book:

Client Provides (*Circle any that apply*): Card Box, Table Numbers, Menus, Programs, Favors, Candy, Cake Knife, Cake Topper and Bride & Groom Champagne Glasses

Coat Rack/Coat Check: Gallery Room or Little Theater

of 60" Round Tables:

of 72" Round Tables:

Head Table: Sweetheart, Rectangle or Oval (Max of 20)

Location: Centered in Great Hall, Centered in Garden Room or Centered in Front of Fireplace

Chairs: AH White Wooden Chairs or Upgraded Style

Upgraded Style Color/Cushion Color:

**Upgraded chairs start at \$10.25/chair*

Linens:

Overlay Color:

Underlay Color:

**Certain linen styles are available for upgrade charges*

Napkins:

Color:

Fold: Tuxedo, Diagonal, Orchid (Water Glass), Flute (Wine Glass) or Fold-Over

Menu Insert:

Cocktail Tables (*\$25 Rental Fee – Including Linen & Tie*):

Quantity:

Linen:

Location:

**Cocktail tables will be moved into the Library after Social for guest use throughout reception*

Garden Room Fountain:

Filled:

**Fountain can be filled for floating candles or petals. Upper fountain is recommended to be decorated with ferns or flowers by florist.*

Smoking Provisions:

Smoking or Non-Smoking Event:

**If smoking is allowed, ashtrays will be placed on back lower patio tables. See AH Smoking Policy.*

Votive Candles:

Number per Table (*Max 6 – Placement can be decided with florist*):

**Votive candles will also be placed on each step of the Grand Staircase, the cake table, bars, antique table in the Library, Fountain and Mantel in Great Hall*

Fireplace in Great Hall:

**In summer months, fireplace will be turned off. In Fall/Winter, the fireplace can be turned on for warmth in Great Hall.*

Handicapped Guests:

**AH will send separate map for any handicapped guests in attendance – parking/drop-off location is different from other guests. Cones will be placed for reserved parking handicapped spots along mansion.*

Any Additional Information/Notes:

TIMELINE SNAPSHOT

- Church Location off-Premise:
Ceremony Start/End Time:
- Guest Arrival at Armour House:
- Ceremony Start Time:
Length:
- Ceremony End Time:
Sunset:
- Bridal Party Passed Beverages (*Ceremony On-Site Only*):
- Social Hour:
- Chimes for Guest Seating:
- Guest Seating for Intro:
- Bridal Time Introductions:
- Welcome Toast/Blessing:
- Salad Service/Bread & Wine Service:
- Intermezzo: Cake Cutting:
- Entrée and Wine Service:
- Speeches (MOH & BM):
- Cake/Coffee Served or Buffet Course:
- Entertainment Start Time:
End Time:
- Late-Night Food/Sweets:
- Send-Off Time:
- Reception End Time:
- Bar Close:
- Extended Time Option:

VENDORS

- Officiant:
Arrival Time:
- Ceremony Musicians:
Arrival Time:
Location/Needs:
- Social Hour Music:
Location/Needs:
- Reception Music:
Location/Needs:
- Photographer:
Arrival Time:
- Videographer:
Arrival Time:
- Florist:
Arrival Time:
Pick-Up Date/Time:
- Other (photo booth, dancers, etc.):

Total Number of Vendor Meals: