

Stone Mountain Lodge Event Walk Through

GENERAL INFORMATION:

Bride's Name: _____ Groom's Name: _____ Arrival Time _____

Day: _____ Date: _____ Package: _____ Attendance: _____ Arrival Time _____

Ceremony Time/Location: _____ Event Starts: _____ Event Ends: _____

| VENDORS: | Phone #: | Arrival Time: | Depart Time: | Been to SML? |
|-----------------|-----------------|----------------------|---------------------|---------------------|
|-----------------|-----------------|----------------------|---------------------|---------------------|

| | | | | |
|------------------|-------|-------|-------|-------|
| Officiant: _____ | _____ | _____ | _____ | _____ |
|------------------|-------|-------|-------|-------|

| | | | | |
|----------------|-------|-------|-------|-------|
| Florist: _____ | _____ | _____ | _____ | _____ |
|----------------|-------|-------|-------|-------|

| | | | | |
|----------------|-------|-------|-------|-------|
| Caterer: _____ | _____ | _____ | _____ | _____ |
|----------------|-------|-------|-------|-------|

| | | | | |
|---------------|-------|-------|-------|-------|
| Bakery: _____ | _____ | _____ | _____ | _____ |
|---------------|-------|-------|-------|-------|

| | | | | |
|---------------------|-------|-------|-------|-------|
| Photographer: _____ | _____ | _____ | _____ | _____ |
|---------------------|-------|-------|-------|-------|

| | | | | |
|--------------|-------|-------|-------|-------|
| Video: _____ | _____ | _____ | _____ | _____ |
|--------------|-------|-------|-------|-------|

| | | | | |
|----------------|-------|-------|-------|-------|
| DJ/Band: _____ | _____ | _____ | _____ | _____ |
|----------------|-------|-------|-------|-------|

| | | | | |
|-----------------------|-------|-------|-------|-------|
| Ceremony Music: _____ | _____ | _____ | _____ | _____ |
|-----------------------|-------|-------|-------|-------|

| | |
|--|------------------------|
| Pop - Up tent (\$75 additional) _____ | Set Up Locations _____ |
|--|------------------------|

| | |
|---|------------------------|
| PA System (\$100/\$150 additional) _____ | Set Up Locations _____ |
|---|------------------------|

| | | | |
|---------------------------|-------|-------|-------|
| Consultant/Contact: _____ | _____ | _____ | _____ |
|---------------------------|-------|-------|-------|

| | | | |
|---------------|-------|-------|-------|
| Liquor: _____ | _____ | _____ | _____ |
|---------------|-------|-------|-------|

| | | | |
|-------------------------------|-------|-------|-------|
| Professional Bartender: _____ | _____ | _____ | _____ |
|-------------------------------|-------|-------|-------|

| | | | |
|-----------------------|-------|-------|-------|
| Transportation: _____ | _____ | _____ | _____ |
|-----------------------|-------|-------|-------|

RENTALS:

Coming from: _____

Date/Time Delivered: _____ Date/Time of Picked Up _____

STORAGE - Rentals, Liquor, Etc:

What _____ Drop Off _____ By Whom _____

What _____ Pick Up _____ By Whom _____

TABLES (Marked on Diagrams):

___ # people at head table. ___ # of seats per round table

Number and location of buffet tables, cake tables, bar table, gift table, etc

at Reception Tent _____ at Garden Area _____ at Arbor _____

Designated Person for any questions _____

Designated Person In Charge of the Event, Setup, Cleanup _____

FACILITY NOTES:

(Refer to appropriate Pond area diagrams)

___ Grills Needed at Garden Area ___ Bucket chairs at Garden Area

___ Designated Smoking Areas ___ Trash Cans

Reception tent panels to open _____

END OF EVENT

Leftover Food Goes with _____

Leftover Cake Goes with _____

Flowers Go with _____

Gifts Go with _____

Notify _____ about any unmarked Lost/Found Items

Other Notes

Future Address of Bride and Groom:
