

**ADDENDUM 1: Function sheet Time Schedule and Menu****Customer:****Date of event:**

<b>Time</b>	<b><u>Activity</u></b>	<b>Location</b>
	Bride and groom arrives for dressing	
	Guest arrive for ceremony	
	Ceremony commences	
	Photography	
	Beverage service begins	
	Wedding music and cocktail music	
	Cocktails and Hors D'oeuvres	
	Dinner commences	
	Band begins	
	Reception /ballroom bar opens	
	Cake cutting	
	Guest departure/band ends/bar closes	

**ADDENDUM 2: Function Sheet****Equipment and Setup****Customer:****Date of event:**

<b>No.</b>	<b>Type</b>	<b>Setup Location</b>
	Black folding chairs	
	60" round tables	
	Cocktail tables	
	72" round tables	
	Refectory Tables	
	Banquet Tables	
	Belcourt Red chairs	
	120" round linens	
	90" round linens	
	132" round linens	
	Banquet cloths	
	Accent cloths	
	Linen napkins	
	Stemware	
	Dinnerware	
	Flatware	
	Serving trays	
	Salt/Pepper	
	Sugar Creamer	
	Chafing dishes	
	Coffee service	
	Water pitchers	
	Candles	
	Hurricane globes & mirrors	
	Greens or ivy	

**ADDENDUM 3: Function Sheet**  
**Customer**  
**Date of event**

**Staff and Vendors**

<b>Vendor Type</b>	<b>Name</b>	<b>Phone</b>	<b>Time of arrival</b>
Florist			
Photographer			
Videographer			
Celebrant			
Musician			
Band/DJ			
Cake			

**In House Schedule**

<i>Type</i>	<i>Number</i>	<i>Uniform</i>	<i>Notes</i>
<b>Setup</b>			
<b>Bartender</b>			
<b>Wait staff</b>			
<b>Dishwasher</b>			
<b>Cleanup</b>			
<b>Coat check</b>			
<b>Rest room attendant</b>			
<b>Security</b>			
<b>Guides</b>			

**ADDENDUM 1: Function sheet Time Schedule and Menu**

**Customer**

**Date of event**

<b>Time</b>	<b>Activity</b>	<b>Location</b>

**MENU**

Beverages

Hors D'Oeuvres

Appetizer

Salad

Entrée

Dessert

Columbian Coffee, Decaffeinated Coffee, Tea

**ADDENDUM 2: Function Sheet**

**Equipment and Setup**

<b>No.</b>	<b>Type</b>	<b>Setup Location</b>
	Black folding chairs	
	60" round tables	
	Cocktail tables	
	72" round tables	
	Refectory Tables	
	Banquet Tables	
	Ballroom chairs	
	120" round linens	
	90" round linens	
	132" round linens	
	Banquet cloths	
	Accent cloths	
	Linen napkins	
	Stemware	
	Dinnerware	
	Flatware	
	Serving trays	
	Salt/Pepper	
	Sugar Creamer	
	Chafing dishes	
	Coffee service	
	Water pitchers	
	Candles	
	Hurricane globes & mirrors	
	Greens or ivy	

**ADDENDUM 3: Function Sheet**

**Staff and Vendors**

<b>Vendor Type</b>	<b>Name</b>	<b>Phone</b>	<b>Time of arrival</b>
CATERER			
Event stylist			
Florist			
Photographer			
Videographer			
Musician			
Band/DJ			

**In House Schedule**

Staff  
 Security provided by