



THE SETTLERS INN

AT BINGHAM PARK

4 Main Avenue, Hawley, PA 18428 570.226.2993

SEATING CHART & TIMELINE

THIS PACKET MUST BE COMPLETED AND RETURNED WITH FINAL COUNT

❖ TO BE FINALIZED NO LESS THAN 30 DAYS IN ADVANCE OF WEDDING:

Please note that these items (especially food choices) should be finalized as soon as possible.

1. Make final food and beverage selections, estimate guest count, and select linen and napkin color.
2. Complete Wedding Reception Timeline (see page 3).
3. Name and phone number of all outside vendors and satellite events (see page 2).
4. Complete Seating Chart for table assignments (see page 5).
5. Review all areas required for ceremony, cocktail hour and reception and any set up requirements necessary.
6. Designate bridal party members to set up and pick up your décor for your ceremony/reception.
7. Finalize floral selections.
8. Finalize cake details.

❖ TO BE FINALIZED 21 DAYS BEFORE RECEPTION – FINAL COUNT IS DUE

1. Guest count with exact number of menu choices.
2. Please Note: This will become your “minimum number of guests” per the contract. You will be responsible for paying for the minimum number of guests and any additional guests served above this number. We will be prepared to serve 2% over the final count.

❖ TO BE FINALIZED 10 DAYS BEFORE RECEPTION – FINAL PAYMENT IS DUE

Final payment must be received 10 days in advance, by certified check or cash.

No personal checks will be accepted. Please plan accordingly and place in mail so that it will reach us at this time.

- a. If we do not receive final payment within this window, there will be a 3% processing fee added to your total, and we must process payment by credit card at that time.

❖ DAY BEFORE RECEPTION

1. All items pertinent to the reception (such as matches, favors, napkins, toasting glasses, cake knife & server, items to be put on tables, etc.) should be brought to us. Please remove all stickers.
 - a. Let us know who will be setting up your décor items.
2. **Place cards in alphabetical order and if any seating changes please provide a revised seating chart/timeline .**
3. We will do our best to accommodate any last moment changes. Please let us know the day before.
 - a. Custom set ups may require an additional set up fee.

❖ **BAR AND LIQUOR POLICY**

Please keep in mind that your guests' alcohol consumption **is** our business and we care about what condition they are in when they leave. Our goal is for everyone to have a good time and get home safely. Our bartenders have been trained to card anyone they deem questionable in age and to refuse to serve anyone appearing to be at their limit. For your protection and ours, we need you to be aware of the following policy in regards to serving alcohol:

1. We ask that you note on the following seating chart any guest who is not 21 years of age.
2. We recommend any of your guests who are under 30 or "younger looking" to bring a **Valid Picture ID** (acceptable forms are a Drivers License, Military ID or a State ID). Anyone who fails to produce such an ID when asked will be refused bar service. It is the law in Pennsylvania.
3. Age appropriate guests are not allowed to serve alcohol to minors **under any circumstances.**
4. We do not permit any outside alcohol on premise (reception area, common areas in hotels, etc.) **under any circumstances.**
5. We do not serve shots to any guest, nor are we legally able to serve anyone who is visibly intoxicated.

We thank you in advance for your cooperation in this very important matter.

❖ **IMPORTANT PARTICULARS WE NEED FROM YOU:**

◆ **VENDOR CONTACT INFORMATION**

○ **DJ/MUSIC**

- NAME: _____
- PHONE AND EMAIL: _____
- MEAL PROVIDED (IF APPLICABLE)? YES NO

○ **FLORIST**

- NAME: _____
- PHONE AND EMAIL: _____
- MEAL PROVIDED (IF APPLICABLE)? YES NO

○ **OFFICIANT**

- NAME: _____
- PHONE AND EMAIL: _____
- MEAL PROVIDED (IF APPLICABLE)? YES NO

○ **PHOTOGRAPHER/VIDEOGRAPHER**

- NAME: _____
- PHONE AND EMAIL: _____
- MEAL PROVIDED (IF APPLICABLE)? YES NO

◆ **REHEARSAL DINNER? YES NO**

- LOCATION: _____
- TIME: _____
- GUEST COUNT: _____

◆ **AFTER-WEDDING LATE-NIGHT OR BREAKFAST/BRUNCH? YES NO**

- LOCATION: _____
- TIME: _____
- GUEST COUNT: _____

WEDDING RECEPTION TIMELINE

~ First Hour ~

- ◆ Bridal party mingles with guests during cocktail hour.
- ◆ Any cocktails or beer/wine styles that your guests prefer?

- ◆ Five minutes before seating for dinner we will assemble the bridal party for announcement into the dining room.
- ◆ Guests are seated.
- ◆ Close bar for 30 minutes beginning with introductions? Yes No
- ◆ Announce the Wedding Party: order, name and relationship (if appropriate)

1 st :	6 th :
2 nd :	7 th :
3 rd :	8 th :
4 th :	9 th :
5 th :	10 th :

- ◆ Bridal dance before dinner? What song?
-

- ◆ How many other dances, and which ones:
-

- ◆ Prayer? Yes No By Whom: _____

- ◆ Toasts – How Many and By Whom:
-

~ Second Hour ~

- ◆ Bridal table seating; please fill in entrée choices (if applicable) in the top row and put check in second row if guest is under 21 years of age.
 - ◆ If only using a sweetheart table, please fill this out on page 3.

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HEAD TABLE SEATING CHART															

~ Third Hour ~

- ◆ Cake Cutting ceremony?
 - ◆ If yes, this will be within 30 minutes after dinner.
 - ◆ Are you supplying your own...
 - ◆ Cake Server? Yes No
 - ◆ Cake Topper? Yes No
 - ◆ Flowers for Cake Decor? Yes No

~ Fourth Hour ~

- ◆ Bouquet Throwing: Yes No
- ◆ Garter Removal & Throwing: Yes No
- ◆ Close bar for last 30 minutes of reception? Yes No
- ◆ Who is designated to pick up your décor at the end of the reception?

~ Special Requests ~

SEATING CHART

1. Please return your place cards in **alphabetical** order along with THIS seating chart.
2. Please print in the order of “Last Name/ First Name/ Entrée Selection” in the spaces provided. In the last small box, please check a guest if he/she is under 21 years of age.
3. If choice of entrée is not filled in, we reserve the right to make the choice for that guest.
4. DO NOT ASSIGN MORE THAN 10 PEOPLE AT A TABLE!

EXAMPLE:

Table #1

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1	Jones	John	Chick		6	Smith	Sue	Beef	

Sweetheart Table

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21

Table #1

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #1 _____

Table #2

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #2 _____

Table #3

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #3 _____

Table #4

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #4 _____

Table #5

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #5 _____

Table #6

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #6 _____

Table #7

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #7 _____

Table #8

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #8 _____

Table #9

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #9 _____

Table #10

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #10 _____

Table #11

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #11 _____

Table #12

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #12 _____

Table #13

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #13 _____

Table #14

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #14 _____

Table #15

#	Last Name	First Name	Entree	l21	#	Last Name	First Name	Entree	l21
1					6				
2					7				
3					8				
4					9				
5					10				

TOTAL GUESTS AT TABLE #15 _____

HELPFUL HINTS ON SEATING¹

HEAD TABLE

The head table is usually centered so that all guests can see you. The bride typically sits on the groom's right.

Traditionally, the head table is rectangular so guests can see the whole bridal party in one row. Another option is the bride, groom and honor attendants sit at the head table, and the bridesmaids and groomsmen sit at a bridal party table in close proximity, usually on either side of the head table.

PARENTS' TABLE

Traditionally the bride's and groom's parents sit together with the officiant and his spouse at one table. Parents have voiced their opinions and now often request a parents' table for each set of parents. This allows each set of parents to be seated with their family and close friends. Either is acceptable. Ask both sets of parents what they prefer and decide accordingly.

Try to place both parents' tables so they share the center focal point. This has been a sore spot for many parents when they feel they receive second billing in placement. If there is only one center, the parent(s) who financed the reception should get top billing.

The officiant and his spouse should sit at the host's table. That could be the joint parents' table, the groom's parents' table, or the bride's parents' table.

Parents who are divorced should have their own tables. They can be seated with their family and close friends. If the groom's parents don't get along, separate their tables by placing the bride's family between them, and vice versa.

RECEPTION FLOOR LAYOUT

We provide round tables for guest seating at your reception. The round table seats guests in a comfortable fashion so all guests at the table can see each other. Place cards, which should include the guest's name and table number, are required.

For your convenience, we provide you with a pre-arranged floor plan according to the number of guests who will be attending your reception. Each table will have the number clearly displayed.

Review your guest list and seat guests according to groups; groom's aunts and uncles at one table, bride's cousins at another, groom's college buddies, bride's business associates, and so forth. Be careful when preparing seating arrangements. Guests feel more comfortable around people they know or people with similar interests. Put couples together who share similar hobbies or work in the same field. Single men and women will appreciate you seating them together.

Review the seating arrangements with both of your families. Let them know who will be at each table so they can meet special guests who they haven't had the opportunity to meet yet.

Hand-write the place cards a few days before the wedding. There may be unexpected changes in your seating plans so don't write them too early. Double-check your list to make sure you haven't forgotten anyone or placed too many guests at one table. Place seating cards in ALPHABETICAL order so guests can find their name easily.

Also – be aware that items such as photo booths, memorial tables or other special tables take up reception seating and ability to fit them in the room will have to be considered along with guest counts.

¹ Adapted from *The Working Woman's Wedding Planner*; Written by: Susan Tatsui-D'Arcy; Published by: Prentice Hall 1991; pgs. 235 - 237