

Final Head-Count and Reserved Table Guest-Count

Bride's/Client Name: _____ Event # _____ Wedding/Event Date ____/____/____

Deadline for Headcount and Reserved Table Guest Count ____/____/____ (additional charge of \$15 if count is late)

****Final head-count is to include the Bride and Groom, all family, wedding party, guests 2 years old and older as well as any vendor you wish to include such as the DJ, Photographer and Videographer. CWPC vendors can be included at a 50% discount if you do wish to extend this courtesy to them. Two high-chairs and two booster-chairs are available. If more than this is needed it must be ordered prior to your event and will incur an additional cost of \$15 per chair. The seating plan does not have space for strollers. Two personally assigned child care individuals are necessary if 10 or more children under the age of 10 years are present.**

In the blanks below write the number of guests at each reserved table you have requested. Submitting the names of these guests are optional but suggested, as it will serve as a back-up list if you forget your reserved "Table Tents" which should list the guests at each reserved table. If you wish, submit a separate list of the reserved seating guest's names, alphabetical by table. If you are planning all reserved seating you'll also want to have a poster size list as well.

We recommend the standard set-up of reserving up to 4 tables* for your close family and wedding party since these honored guests are the individuals involved in the formal group photos after your ceremony and will be arriving at the reception after your general guests. **It is not necessary to have reserved/assigned seating for all your guests.** Arranged seating is a very labor intensive, stressful process that is done close to your wedding date. There is a charge of \$40 (includes easel) if you wish to use assigned seating. This must be prearranged no later than your final headcount deadline. Remember—you are responsible for placing your "Table Tents" identifying table number and who is sitting at each reserved table. **Also, you must instruct those who are at the reserved table, especially those in the wedding party, so they know exactly where to go after they do their Grand Entrance.**

It is crucial for both the final head-count and reserved table guest-count to be submitted 14 days prior to your event so the director has timely set-up instructions. If we do not receive the set-up plan for your reserved tables, your requests might not be able to be properly implemented; seating arrangement will default to open seating.

Review the form "Tips for Finalizing Your Wedding Plans" for additional information.

List guest count for reserved seating only — Open seating does not need to be listed

* Table #1 _____	Table #8 _____	Table #15 _____	Table #22 _____
Table #2 _____	Table #9 _____	Table #16 _____	Table #23 _____
Table #3 _____	Table #10 _____	Table #17 _____	Table #24 _____
Table #4 _____	Table #11 _____	Table #18 _____	Table #25 _____
Table #5 _____	Table #12 _____	Table #19 _____	Table #26 _____
Table #6 _____	Table #13 _____	Table #20 _____	Table #27 _____
Table #7 _____	Table #14 _____	Table #21 _____	Table #28 _____

Bride and Groom Table (Standard Set-up) **OR** Long Rect Head Table for # _____ (\$25 for each 6' table, 2' per person)

Children:
 _____ qty children under 2 years old (for safety reasons, max. 3 at no charge)
 _____ # high chairs needed (2 at no charge, each add't \$15 -indicate at which table if known)
 (do not include in guest count at reserved guest table)
 _____ qty children 2-10 years old— must be included in Final Count**
 Names of childcare persons— must be included in Final Count**
 (minimum of 2 for child count of 10 or more or if use of children's area is ordered)

Guest Count..... _____ (Any person 2 years and older)
 Bride and Groom..... _____
 Non-CWPC Vendors..... _____
 CWPC Package Vendors.. _____ (50% discount)
 **Final Count..... _____
 (includes all guests, wedding couple, childcare persons and any vendors you are including)
DROP OFF, FAX, MAIL OR EMAIL THIS COMPLETED FORM TO OUR PLANNING OFFICE SO IT IS RECEIVED BY YOUR DEADLINE DATE.

Client Signature _____ Date submitted: ____/____/____

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