

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: _____

VENDOR LIST -	Phone#	Arrival Time:	Depart Time:	Been to SML?
---------------	--------	---------------	--------------	--------------

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

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

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

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

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

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

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

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

Pop - Up tent (\$100 additional) _____ Set Up Locations _____

PA System (\$150/\$200 additional) _____ Set Up Locations _____

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

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

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

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

RENTALS:

Coming from: _____ Date/Time Delivered _____ Date/Time 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
