

2019 Wedding Planner

Revised Date:



NAME:

EVENT DATE: (C&R)

School testing date : Y/ N

Tasting session coordinator:

Table top session coordinator:

***Note: On Friday during the school year, the wedding party get ready rooms aren't available until 4:00PM. During the summer session (June to Aug) access will be at 12:00 PM**

ESTIMATED # GUESTS:

FINAL GUEST COUNT:

PARTY DURATION (5 HOURS):

Ceremony:

Reception:

EXTENDED TIME REQUESTED (FEE): TBD

BAKERY SELECTION:

Order Confirmation Date:

RENTAL & UPGRADED ITEMS (to be determined at table top design session)

Rehearsal Planning - Ceremony at the Armour House Rehearsal Date/Time:

Please do not bring food or beverages to the rehearsal - water will be provided

This page is to pre-plan your wedding ceremony processional. There is no one "correct" way to have your bridal party enter the ceremony; the choice is your personal preference. The following order is a guide. Please provide names for people in each of these roles. Any pets who will be participants will need to leave the Armour House after the ceremony and photos.

of participants in the bridal party:

Ushers/names (2 Required for Ceremony Guest Seating): &

Officiant: (Participating in the Processional or will be at the ceremony site location?)

Only complete grandparent info if they are walking down the aisle

Grand Parent(s) of groom:

Grand Parent(s) of bride:

Groom (solo, with parent(s) or best man:

Parents of the Groom:

Mother of the Bride (with escort or with bride):

**Groomsmen (Please indicate if solo or paired with bridesmaids -
Order of pairings listed first down the aisle:**

Bridesmaid/groomsmen #1:

Bridesmaid/groomsmen #2:

Bridesmaid/groomsmen #3:

Bridesmaid/groomsmen #4:

MOH/Best Man:

Flower girl(s), ring bearer:

Bride accompanied by (Please indicate) father, mother, both, other escort):

<https://www.lakecountyyil.gov/383/Marriage-Licenses>

seats in front row on Bride's side:

seats in front row on Groom's side:

Wedding Items Drop-Off

Wedding items that will be placed by Armour House staff include: place cards, candles, gift table items, signage, programs, memory table photos.

Bridal Party Arrival: # people in Reid 1

Groomsmen Arrival: # people in Reid 4

No entry prior to 9:00 am

- **Security:** LFA – 24 Hour On-Site (overnight parking is allowed on request)-Cell # for security- 847-997-3685
- **Pictures Taken Before Ceremony:** First Look or Separately ?

Wedding Guest Arrival Time:

- **Pre arrival beverage service options:** Standard water station upon arrival **OR** at an additional cost, infused water flavor: (see Page 17 menu packet)
- **Ceremony Music:** # Chair Needs:
Ceremony Sound Needs: DJ or Band Provides:

Ceremony Start Time: _____

Ceremony Length: ~ 00 minutes

- **Ceremony Table needed: yes or no (linen will be provided)**
- **Ceremony Needs: (Client or officiant provides)**
- Light Bulb/Glass: Kiddish Cup:
Chuppah:
- Ketubah Signing Time: (Will take place in Little Theater)
- Unity Candle:
- **Traditional Other:**
- **Ceremony Inside Options:** Great Hall, Garden Room (Under 120 face fountain or gardens) Little Theater (Bay window or pillar end)
- **A special champagne toast with the members of the wedding party will be Butler Passed after the recessional - please specify if a non-alcoholic option is required**

Social Hour Music:

Location:

COCKTAIL HOUR

Your Dinner includes the Selection of Five Hors d'oeuvres:

COLD SEAFOOD:

Ahi Tuna

Pepper crusted on a crisp wonton chip, wasabi aioli

Shrimp Cocktail Shooters

Jumbo shrimp, traditional or mexican style cocktail sauce

Citrus Crab Salad

Served on toasted crouton or tasting spoon

Ceviche

Mahi Mahi, lime, fruit relish, cilantro on tasting spoon

MEAT or POULTRY:

Fresh Fig with Gorgonzola

Wrapped in prosciutto (seasonal)

Thai Beef Salad

Tender sliced beef, scallions, carrots in cucumber cup on tasting spoon

Duck Confit Rillettes

Melba sauce puff pastry wafers

Curried Chicken Salad Canapé

Mango Chutney, dark rye, brioche

VEGETARIAN:

Antipasti Kabob

Kalamata olive, artichoke heart, sun-dried tomatoes, mozzarella, olive oil

Feta Cheese & Tomato Bruschetta

Endive spears or garlic crostini

Soup Shooter

Watermelon, avocado, classic green gazpacho

SEAFOOD:**Crab Cakes**

Lump crab meat, green and red peppers, cayenne, breaded in Panko and fried served with Cajun remoulade dipping sauce

Scallops

Bacon Wrapped or Gratinéed with creamy gruyere on tasting spoon

MEAT OR POULTRY:**Mini Beef Wellington**

Tender beef, mushroom duxelle in puff pastry

Chicken or Vegetarian Empanadas

Classic Spanish turnover; choice of seasoned chicken or vegetables

Grilled Beef or Chicken Rolls Skewers w/Ginger Sauce

Tender beef rolled chef's choice veggies or chicken with chef's choice veggies

Baby Potatoes

Roasted baby potatoes, brie cheese and pancetta or classic cheddar and bacon

Potstickers

Vegetarian or Pork served with a sweet chili dipping sauce

VEGETARIAN:**Caramelized Onion Tartlet**

Tartlet shell filled with sweet caramelized onion and goat cheese

Spanakopita

Spinach, feta and pine nuts wrapped in phyllo, baked

Gruyere and Mushroom Tartlet

Tartlet shell filled with gruyere cheese and mushroom duxelle

Brie, Raspberry & Almond Tarts

Phyllo tartlet shell, brie, toasted almonds, raspberry jam

BAR/Times:

Special Requests:

Bar 1 Location: Patio (Garden Room Weather Option)

Bar 2 Location: Library (centered on the Poetry room doors)

Bridal Party Gather for Introductions at: _____, followed by chimes inviting guests into the Great Hall to be seated (this takes about 10 minutes). Then Staircase introductions.

Announcements (*Please provide list/order of names to AH & Emcee for order of introductions*):

Bridal Party Pairings (*Provide names and order of introductions of Bridal Party*):

Emcee/on site contact name:

Introductions:

Bride & Groom – Staircase

Bridal Party – Staircase or Lower Staircase (From Side)

Parents – Staircase or Lower Staircase (From Side)

Grandparents – Lower Staircase or Table

Welcome Toast given by: _____ **time:** _____

Champagne will be poured at guests place settings (who are over 21 years old) prior to being seated in the Great Hall.

Blessing (optional) given by: _____ **time:** _____

Challah, Wine Required ?

DINNER SERVICE _____ **Start Time:** _____

**Dinner will be served in the Great Hall. The entire dinner service lasts 1-1 ½ hours – it's important we stick to the timeline due to not being able to hold food!*

Providing outstanding service to you and your guests is important to us. Knowing if a guest has a food allergy or dietary restriction allows us to provide that standard of service. Please ask on your RSVP cards along with menu selection.

TABLE WINE SELECTION

White:

Red:

SALAD

15 minute course

**Bread service goes out with salad and first table wine pour*

Wild Greens with Pine nuts, Pansies and Balsamic Vinaigrette

Heirloom Tomato Salad, Basil Aioli, Burrata, Aged Balsamic

Baby Spinach, Strawberries, Toasted Pecans, Poppy Seed Dressing

Romaine Hearts, Fresh Mozzarella, Grape Tomatoes, Ripe Olives, Red Wine Dressing

Bibb Lettuce with Red Pepper, Jicama Batons and Lemon Vinaigrette

Bibb Lettuce with Dried Cranberries, Gorgonzola, Glazed Walnuts and Raspberry Vinaigrette

Baby Iceberg Wedge, Crumbled Feta, Bacon Lardons, Grape Tomatoes and Buttermilk Ranch Dressing or Balsamic Vinaigrette

Intermezzo:

10 minute course

Flavor: Pineapple, Lemon, or Raspberry

Entrees:

35 minute course

Please provide a picture meal selection to designate on place cards which meal choice the guest chooses. Place cards should be in **alphabetical order, not by table number order.*

DUET PLATED OPTIONS:

Grilled Salmon Filet, Herb Butter sauce and Grilled Petite Filet of Beef with Bordelaise Sauce

or

Lobster Tail Poached in Butter and Garlic and Grilled Petite Filet of Beef with Bordelaise Sauce

SINGLE PLATED OPTIONS:

Beef

Red wine braised short ribs

Grilled filet of beef with thyme or bordelaise sauce

Grilled filet of beef with exotic mushroom sauce

Fish

Grilled salmon, herbed butter sauce

Macadamia crusted grouper, mango chutney

Pistachio nut crusted fresh Halibut

Chilean Sea Bass with a lemon caper Beurre Blanc

Prosciutto and sage wrapped halibut, creamy lemon and butter sauce

Pork

Grilled Berkshire bone-in pork chop, Calvados sauce

Pork Osso bucco with fresh gremolata and caramelized tomato demi-glaze

Chicken

Statler breast of chicken, wild black pepper Maderia

Boneless breast of chicken stuffed with artichokes, sundried tomatoes, capers or stuffed ricotta, spinach, pinenuts, parmesan Sauce

VEGETARIAN OPTIONS:

Grilled eggplant involtini, ricotta, parmesan cheese, spinach, roasted tomato concasse

Portobello mushroom cap with grilled vegetable tower, couscous, roasted red pepper coulis (vegan)

Pasta and vegetable rotello, creamy tomato basil sauce

Additional Meals: price changing??

Children's Meals (3-12 Years – Fruit at Salad Course, Sorbet at Intermezzo, Chicken Tenders, French Fries & Applesauce -): **Please list name & table assignment:**

Vendor/Professional Meals (check vegetarian requests)(Grilled Chicken Meal -):
Vendor Meal service is during guest entree course in green room, farm table

Youth/Adult Entrees (Under 21 Years – Selects Regular Entrée Choice - \$80):
Please list name, meal choice & table assignment:

Dessert & Cake Cutting:

Cake Cutting: Intro, Salad or Intermezzo

Cake Knife: Armour House or Client

Served or Buffet Course:

Silver Cake Riser (\$25):

Chef's Sauce choice will be paired on cake plate for plated cake service

Cake Topper provided by Client or Florist:

of tiers/ Flavors:

Speeches: will be during the **Entrée course** in order to ensure flow of dinner service

Bride & Groom (optional): Y / N :

Best Man & Maid of Honor

Silver Urn Coffee Serve in Library (page 12 options and upgrades)

Sweets Table: (page 13 options)

Provider:

Time:

Late-Night Food: (page 14 options & extras)

Time:

Pizza (Lou's or Ferentino's):

Chef's AH Menu:

**Ratio charges apply to 50% of guest count*

Dancing & Entertainment:

Time:

Location: Garden Room

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FLOOR PLAN: Below will be detailed at the tabletop session

Classic linen is included in AH linen package - other linen, overlays, and runners are an upgrade

Head Table: Sweetheart, Rectangle Oval (Max of 20)

Please keep these place cards out so our staff can place those on the Head Table for you so your bridal party will know where to be seated after introductions.

Location: Centered in Great Hall, Centered in Garden Room or Centered in Front of Fireplace

HT Linens:

napkins: Color:

Fold:

Guest Table Linens:

Napkins: Color:

Fold:

Menu card:

Chargers:

Favors to be placed at place setting:

Table Numbers:

TBD

of 60" Round Tables: seats up to 10 guests

of 72" Round Tables: seats up to 12 guests

Chairs: AH White Wooden or Upgraded Style starting at \$9.50 each

Upgraded Style Color/Cushion Color:

Service Tables included in AH Package: (gift, cake & cake buffet, escort card, late night food)

DJ & bar linen will be ivory

Gift Table (*Will be moved to Library after Social Hour*):

Please assign family member or member of bridal party to gather gifts/cards after reception

Linen:

- **Birdcage/Card Box:**

- **Guest Book:**

Place Card Table (*Located in Garden Room*): 60" Round, 72" Round, 6' Table or Other

Linen:

38" Round Cake Table (*Centered in Garden Room*):

Linen:

Additional Service Tables: Starting at \$23.36 for each 90"x 132" (which fits a 6 ft table)

Photo booth, sweets table or candy station, memory table, other

Linen:

Client Provides (*type in any that apply*): Card Box, Table Numbers, Menus, Programs, Favors, Candy, Cake Knife, Cake Topper and Bride & Groom Champagne Glasses, Candles,

Other: _____

Coat Rack/Coat Check (Seasonal): Gallery Room or Little Theater

Cocktail Tables (*\$35 Rental Fee – Including Classic Linen (other linens are an upgrade) & Tie:*

Quantity:

Linen:

Bow tie or wrapped:

Location: *Cocktail tables will be moved into the Library after Social for guest use throughout reception*

Garden Room Fountain bottom filled: Y / N

Fountain can be filled for floating candles or petals. Upper fountain is recommended to be decorated with ferns or flowers by florist.

Votive Candles:

Number per Table (*Max 6 per table– Placement can be decided with florist*)

**Votive candles will also be placed on each step of the Grand Staircase, the cake table, bars, antique table in the Library with Silver urn beverage service, Fountain lip/edge, and Mantel in Great Hall as requested.*

Fireplace in Great Hall seasonal: Y / N

Smoking Provisions: option is lower patio

If smoking is allowed, ashtrays will be placed on back lower patio tables. See AH Smoking site Policy.

Any Guests in attendance with mobility issues:

**AH will allow these guests to be dropped off near the gardens or a golf cart from the circle drive will transport those guests to the ceremony site in the gardens.*

Any Additional Information/Notes:

VENDORS (MAKE SURE YOU PROVIDE MY CONTACT EMAIL TO EACH ONE TO CONTACT ME FOR VENUE POLICY FOR ARRIVAL TIME, ENTRY DOOR ACCESS, PARKING, SET UP & STAGING.

- Officiant: Phone Number:
Arrival Time:
- Florist: Arrival Time: Pick-Up must be the same day as event
Phone Number:
- Photographer: Phone Number
Arrival Time:

**Note: No drone videography is permitted on campus without signed usage agreement*

- Videographer: Phone Number
Arrival Time:
- Ceremony Musicians: Phone Number
Arrival Time:
Location/Needs:
- Social Hour Music: Phone Number
Location/Needs:

**Note: Fog or haze technology is not permitted in the mansion*

- Reception Music:
Location/Needs:
- Photo booth: Phone Number
Arrival Time/location:
- Hair & Make-up: Phone Number
Arrival Time

Total Number of Vendor Meals & check on anyone with **vegetarian request:**

TIMELINE SNAPSHOT

- Guest Arrival at Armour House starting at:
- Ceremony Start Time: Length:
- Sunset:
- Social Hour Start/End:
- BP should find their table seats before going upstairs for Introductions:
- Chimes for Guest Seating: (takes about 10 minutes for all to be seated)
- Wedding Party Introductions:
- Welcome Toast: Blessing:
- Salad Service/Bread & 1st Wine Service:
- **Cake cutting, B&G:**
- Intermezzo:
- Entrée & 2nd Wine Service:
- Speeches during entree course (MOH & BM):

Vendor Meal: during guest entree course in green room, farm table

- Cake/Coffee Served or Buffet Course:
- First Dance/ Entertainment Start Time:
- Sweets Table:
- Late-Night Food:
- Send-Off Time:
- Bar Close: Extended: ____ bar ____ facility
- Reception End Time: