



CELEBRATIONS  
EVENT CENTER  
Wedding Pre-Event Questions

Event name \_\_\_\_\_ Event Date \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Number of Guests \_\_\_\_\_ Number of Tables \_\_\_\_\_

How many seats at headtable \_\_\_\_\_ Bus Service Yes / No

Decorating Day and Time \_\_\_\_\_

Note: You are allowed 2 hr for decorating the day before the event if no prior events exist.

Time beyond 2 hrs will be charged at \$100.00 / hr.

Reminder: All decorations must be removed from the building by 12:30am the day of your event.

Time of arrival on wedding day \_\_\_\_\_

Event starting time \_\_\_\_\_ Event ending time \_\_\_\_\_

Ceremony

Outdoor Ceremony Yes / No \$ \_\_\_\_\_

Indoor Ceremony Yes / No \$ \_\_\_\_\_

Do you need sound equipment Yes / No . Do you want a regular microphone or a lapel mic?  
We will set up and turn on equipment for you. Aux cable and one microphone provided. We will not be responsible for operation during event.

Rehearsal date and time \_\_\_\_\_ Starting time \_\_\_\_\_

You must contact us at least 48 hrs prior to event to cancel outdoor wedding. Indoor ceremony is no charge as guests can sit around tables

Ceremony notes \_\_\_\_\_

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Catering Info

Catering Company \_\_\_\_\_

Family Style Salad ? Yes / No (Family Style pertains to Aggies only)

Time to Serve Food \_\_\_\_\_ Number of People Served \_\_\_\_\_ Plate Price \_\_\_\_\_

Amount due for catering \$ \_\_\_\_\_

**Beverage Options**

Refreshment Bar

Unlimited coffee, lemonade, water, and ice tea

Yes / No \$ \_\_\_\_\_

Circle one

**Alcohol and Beer**

Rehearsal / Decorating day would you like the bar open at that time? Yes / No

Morning Drinks Yes / No

What drinks would you like to be served \_\_\_\_\_

Number of drinks per person \_\_\_\_\_ Time start Serving / Ending \_\_\_\_\_

Headtable Drinks Champagne, Wine, Beer \_\_\_\_\_

Notes \_\_\_\_\_

Bar

Guest serving time: Before Ceremony / After Ceremony / Specific Time \_\_\_\_\_

Tap Beer Bar

Yes / No Includes 200 12 oz glasses. Open tap of seven house beers.

Circle one

Amount \_\_\_\_\_ Prepay Total price. \$ \_\_\_\_\_

Serving time for the hosted bar \_\_\_\_\_

Open bar

Yes / No

Circle one

\$ \_\_\_\_\_ max on open bar      Time frame of open bar \_\_\_\_\_

Notes \_\_\_\_\_

Liquor or beer request \_\_\_\_\_

(Note some liquors may not be available)

Serving time for the hosted bar \_\_\_\_\_

Signature drinks

Yes / No

Circle one.

What kind of drink? \_\_\_\_\_

Serving Time? \_\_\_\_\_ How many glasses of drinks? \_\_\_\_\_

Price per drink \_\_\_\_\_ Max amount to spend \_\_\_\_\_

Pay at end of the night or prepay

Circle one. Must have card on file if paying night of the event

Bus services

Number of hours \_\_\_\_\_ Max number of trips \_\_\_\_\_

Time of pick up \_\_\_\_\_ Time of Drop off \_\_\_\_\_

Party bus or transportation \_\_\_\_\_

Max amount spending \_\_\_\_\_

Note: We will only go to one hotel of your choice per trip. Most downtown round trips take 45 mins to 55 mins

Electronics

Use of microphone: Yes / No

Projector: Yes / No.      USB (MP4)      DVD      Computer (hdmi input only)

Start time of projector \_\_\_\_\_ End time \_\_\_\_\_

Note If using projector we recommended coming in to test it with our system

## Decorating / Layout

### Special table layout

Yes / No

Circle one

Special table layout: Please bring a layout at least 5 days before wedding. You can also email it to [countrycelebeations@gmail.com](mailto:countrycelebeations@gmail.com)

Open or Closed by fireplace \_\_\_\_\_

Firepalce lighting color \_\_\_\_\_ (ONLY PRIMARY COLORS)

Candy or popcorn bar table - Yes / No Round or 8ft long? Number of tables \_\_\_\_\_

Note: candy bar can't have anything sticky. For example: Taffy, Skittles, Caramel, Candy Corn, large lollipops, etc. Clean up fee of \$150.00 may apply if candy is sticky or needs extensive clean up. If you have something you feel could fit this description, please ask us about it.

Cake table: Round or 8ft long? Number of tables \_\_\_\_\_

Will you be needing cake plates and forks Yes/No

Note: no napkins or serving utensils are provided.

Gift table: round or 8ft long? Guest Book Table: round or 8ft long?

Other tables? \_\_\_\_\_

Special tablecloth or napkins \_\_\_\_\_

If so, we have to have the tableclothes or napkins 3 to 4 days before your Event and in ready to be used condition.

### HEADTABLE LAYOUT

How many tables and chairs for headtable \_\_\_\_\_ (4 to 5ppl per table)

Set up of tables \_\_\_\_\_ will there be a rental of riser Yes / No

Backdrop

House backdrop Yes / No Will there be an addon / rental to backdrop \_\_\_\_\_

Barn doors showing Yes / No Uplighting color YES / NO \_\_\_\_\_ (Colors can vary)

Decoration notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Vendors info

Cake \_\_\_\_\_ Phone Number \_\_\_\_\_

Time of cake delivery \_\_\_\_\_

Entertainment \_\_\_\_\_ Phone Number \_\_\_\_\_

Location of Entertainment. Small or large setup window or wall space

Time of set up \_\_\_\_\_

Will the DJ be doing Ceremony YES / NO

Reminder: Entertainment must be cleaned up by 1:00am. Charges will apply after that.

Florist \_\_\_\_\_ Phone Number \_\_\_\_\_

Time of delivery \_\_\_\_\_

Decorator \_\_\_\_\_ Phone Number \_\_\_\_\_

What decorations or drapes will they be providing?

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Special rentals \_\_\_\_\_ Phone Number \_\_\_\_\_

Photographer \_\_\_\_\_ Phone Number \_\_\_\_\_

Videographer \_\_\_\_\_ Phone Number \_\_\_\_\_

Photo booth \_\_\_\_\_ Phone Number \_\_\_\_\_

Location of photo booth \_\_\_\_\_

Other \_\_\_\_\_ Phone Number \_\_\_\_\_

Any special request?

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Bus services

Number of hours \_\_\_\_\_ Max number of trips \_\_\_\_\_

Time of pick up \_\_\_\_\_ Time of Drop off \_\_\_\_\_

Party bus or Transportation only \_\_\_\_\_

Max amount spending \_\_\_\_\_

Note: We will only go to one hotel per trip. Most downtown round trips take 45 mins to 55 mins

Payment type Check Cash Card

Check number and amount \_\_\_\_\_

Cash amount \_\_\_\_\_

Card transaction number and amount \_\_\_\_\_

Signature

Country Celebrations Event Center

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Thank You. We look forward to your big day!

Country Celebrations Event Center

712-253-8952 Kathy

712-253-8953 Erica

Contract reminders

NO OUTSIDE ALCOHOL on Country Celebrations property fines will apply.

Decorations may not be fastened to the walls with thumb tacks, nails, staples, or tape of any kind. No tape can be used on the floors. You can ask County Celebrations Staff for tape for floors that is safe for floor use. Candles must be completely enclosed in a glass or nonflammable holder. The use of glitter, confetti, small rhinestones, straw, rice, birdseed, or hay is prohibited in the rental space described in Section 1 and the whole facility generally and on the grounds thereof. NO fake flower pedals, sky lanterns, sparklers, rice, birdseed, or other similar items shall be thrown or lit around the facility or on the grounds. Any extended clean due to decorations that may cause problems may be charged a fee. All large decorations or hanging decorations must be approved by Event Center staff. Any decorations that would need the use of a ladder must be used only by an insured decorator. All large size decorations must come inside through the overhead door. Anything left behind will be thrown away. If Client has any questions or doubts about whether decorations may be deemed acceptable, Client must consult with Event Center staff. Failure to Consult with Event Center Staff about questionable decorations may result in charges for damage and/or excessive wear and tear.