



GLASSERIE
events

Event Questionnaire

What time are you and your family arriving?

Where will the bride be getting ready?

Will the bride and groom see each other before guest arrival?

Will the bride and groom and/or family be taking photos before?

How are your guests arriving?

Do you need a ceremony table?

Do you have a chuppah, if so, is it freestanding or will it be held? Will it need to be moved or broken down during cocktail hour? If so, who will be in charge of this?

Will you need any special items during the ceremony? Is there a runner?

Would any chairs reserved on the front row, if so how many? We typically reserve 8 chairs on either side of the front row, 16 chairs total.

Will there be a bride and groom side?

Who is officiating the ceremony? Are they a friend or family member? Will they walk in the processional? What time are they arriving?

Will there be a license/ketubah signing on the day of your event at the venue? If there is a Ketubah, would you like it to be displayed post ceremony/signing

Who is in the processional? What is the processional order?

Please provide the names and order for Processional, Bride entrance (if different), recessional, first dances

Will you be needing Hora Chairs?

Are any guests attending in need of special assistance?

Will you have escort cards? Will they arrive in alphabetical order (recommended)? Or if you have a board will you be bringing a stand?

Will Glasserie be printing your menus? If so, with or without guests names?

Did you submit your seating chart to us? Did you indicate room orientation?

Are you bringing in a cake? How many tiers is it? Will it come with sheet cakes and/or a box for the top?

If you are planning to host an after-party, where will take place?

How are guests leaving the venue?

Who will be in charge of taking home your personal items? (Guest book etc.)