

360 EAST - MONTAUK DOWNS WEDDING CHECK LIST

NOTE: DUE TO OUR ALARM SYSTEM, AT NO TIME ARE SMOKING FOG MACHINES, DRY ICE MACHINES, SPARKLERS, OR FIREWORKS PERMITTED AT 360 EAST! CANDLES MUST BE IN CONTAINED LANTERNS AND ON CHARGERS

PLEASE NOTE: ALL MENU CHANGES, FINAL COUNT AND FLOOR PLAN (INCLUDING THE NUMBER OF GUESTS AT EACH TABLE) MUST BE RECEIVED BY 360 EAST TEN DAYS PRIOR TO YOUR PARTY.

Day & Date of Function: _____

Bride and Groom's names:

What time will the Bride be arriving at the ceremony site? _____

What time will the Bride be arriving at 360 East? _____

Are Bride and Groom arriving at the same time? _____

If not, what time will the Groom be arriving? _____

Name and Location of Church/Temple where Ceremony is taking place:

Time of Ceremony: _____

Are Bride and Groom seeing each other before the Ceremony? _____

Will you be taking photos (circle one): Before Ceremony, After Ceremony, or At Montauk Downs?
(State Parks Dept. needs to be notified prior)

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Contact Name and Tel.# for Officiant (Very Important):

If Ceremony is at 360 East – Location _____

At the ceremony, do you need:

Challah Bread? Yes _____ No _____

Ketubah Ceremony? Yes _____ No _____

A glass? Yes _____ No _____

A table? Yes _____ No _____

Wine? Yes _____ No _____

A Battery Powered Amp? Yes _____ No _____

Will you be bringing kosher wine for ceremony? Yes _____ No _____

Are you doing a Sand Ceremony? Yes _____ No _____

Receiving line following the ceremony? Yes _____ No _____

Please list any special instructions for the ceremony:

** Please note: Florist cannot arrive to the ceremony site before 3:30pm**

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WEDDING RECEPTION INFORMATION:

This is the Recommended Reception Order

- Introductions: Yes _____ No _____
- First dance: Yes _____ No _____
- Blessing: Yes _____ No _____ If yes, by: whom? _____
- Challah Ceremony: Yes _____ No _____ If yes, by: whom? _____
- Champagne Toast (Speeches): Yes _____ No _____ If yes, by: whom? _____
- How Many Toasts?: _____
- Cake Cutting Ceremony: Yes _____ No _____
- Cake Cutting Photo: Yes _____ No _____
- Throwing of bouquet: Yes _____ No _____
- Throwing of garter: Yes _____ No _____
- Dances with parents: Yes _____ No _____

MISCELLANEOUS SPECIAL INSTRUCTIONS

Are you delivering to 360 East @ Montauk Downs prior to the party?
(Favors, Place cards, Menu cards, Cake Topper, etc.)

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PLEASE NOTE: These items may be delivered no earlier than the Tuesday prior to your party. Please have all items labeled with your name and the date of your wedding. Put items in a box and label it with your name and wedding date.

Menu	Yes	_____	No	_____
Cake Topper (your own)	Yes	_____	No	_____
Place Cards (in alphabetical order)	Yes	_____	No	_____
Cake Knife/ Server (your own)	Yes	_____	No	_____
Special Champagne Glasses (your own)	Yes	_____	No	_____
Sign Board	Yes	_____	No	_____
Guest Book (& Pens)	Yes	_____	No	_____
Photographs (how many?)	Yes	_____	No	_____ # _____
Cameras	Yes	_____	No	_____
Restroom Basket (<u>Women's Room Only</u>)	Yes	_____	No	_____
Favors	Yes	_____	No	_____
Table Numbers	Yes	_____	No	_____
Cigars	Yes	_____	No	_____
<i>*Please note: Cigar Ashtrays MUST be provided with Cigars*</i>				
Candles in Lanterns?	Yes	_____	No	_____
<i>*Please note: Candles MUST be enclosed*</i>				
Other	Yes	_____	No	_____

At the end of the party, to who should your personal items be given?

LESSING'S CANNOT BE RESPONSIBLE FOR ITEMS LEFT BEHIND

If you feel there is any other information we may need, write it down in the space below so we may better serve you.

Please provide a detailed list with quantities of all items you will be bringing to the closing for display.

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AVAILABLE FOR YOU AT THE CEREMONY AT 360 EAST AT MONTAUK DOWNS:

Included:

- Marriage, Ceremony, and Wedding Photo Permits
- Chair rental
 - Set up/Breakdown
- Staffing
 - Maitre'd, Bridal Attendant, & Greeter
- Aisle Runner

Maitre'd and Bridal Attendant will be with you at the Ceremony Site and the General Manager will be in the driveway at the Ceremony Entrance Directing Guests.

Enhancements:

- Arch **\$250** Yes___ No___
 - 7'x7'x7' white Bamboo 5" diameter



- Chuppah (4 sides) **\$375** Yes___ No___
- Battery Powered Amp **\$200** Yes___ No___
 - Suitcase Size
 - With Microphone

Please note there is NO power at Camp Hero
- Bottled Water served to guests **\$2.00/bottle/person** Yes___ No___
- Drone Permit from State **\$100** Yes___ No___
- Bus Permits **\$75/bus** Yes___ No___
 - Required for all vehicles over 12 seats

Parking at Camp Hero is \$8 per vehicle before 4pm

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AVAILABLE FOR YOU AT THE RECEPTION AT 360 EAST AT MONTAUK DOWNS

Selection of Table Lighting for Reception:

Three Votive Candles on each table

Additional Candles must be placed on chargers or in contained lanterns.

Would you like to use Lessing's colored up-lighting along the beams? (Please discuss pricing)

360 East Place cards: Yes _____ No _____

PLEASE NOTE: PLACE CARDS MUST BE ALPHABETIZED WHEN DELIVERED

TABLECLOTH INFORMATION –Please fill out all sections

PLEASE NOTE: THERE ARE ADDITIONAL CHARGES FOR LINENS OTHER THAN HOUSE.

WHITE OR IVORY? TABLE UNDERLAYS WILL ALWAYS BE WHITE.

COCKTAIL TABLES

DINNER TABLES

NAPKINS

Use of bridal chairs for Bride and Groom: Yes _____ No _____

Bride and Groom at separate table: Yes _____ No _____

Any Additional Informational You Feel We Should Know: