



WEDDING INFORMATION FORM

Thank you for choosing Chateau St. Jean for your special day! Please refer to your contract for any questions regarding rules and additional fees that may apply to your event. For any other questions, please contact Kelly O'Brien at 707-657-4834 or kobrien@foleyfamilywines.com

PLEASE PROVIDE COMPLETED FORM TO THE CHATEAU ST. JEAN EVENT MANAGER
NO LATER THAN 30 DAYS PRIOR TO YOUR EVENT DATE.

WEDDING PLANNER CONTACT

NAME _____ PHONE _____
EMAIL _____ WEBSITE _____
MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

WEDDING COUPLE

PERSON 1 NAME _____ PHONE _____
EMAIL _____
PERSON 2 NAME _____ PHONE _____
EMAIL _____
WEDDING WEBSITE _____

WEDDING DETAILS & TIMELINE

DATE OF EVENT _____ EVENT TYPE _____ GUEST COUNT _____
EVENT START TIME _____ END TIME _____ REHEARSAL DATE _____ TIME _____

	TIME	LOCATION	ADDITIONAL NOTES
GUEST ARRIVAL			
CEREMONY			
COCKTAIL HOUR/ RECEPTION			
DINNER			
DANCING			
CAKE CUTTING			
OTHER			
OTHER			
GUEST DEPARTURE			

WEDDING INFORMATION CHECKLIST

Set Up - Provide all schematics and diagrams of the event day

Rain Plan - Please provide your backup plan for inclement weather

Pick-Up and Deliveries - Please provide all vendor pick-up and delivery details. This can be included on the event itinerary

Guest Transportation - Please provide a detailed schedule and description of guest arrival and departure.

Event Itinerary - Please include a full outline of your event day with all times and event details.

VENDOR INFORMATION

WEDDING PLANNER _____ DAY OF PHONE _____
EMAIL _____ INSTAGRAM HANDLE _____
DAY OF ARRIVAL TIME _____ COI SENT TO VENUE YES NO

CATERER _____ DAY OF PHONE _____
EMAIL _____ INSTAGRAM HANDLE _____
DAY OF ARRIVAL TIME _____ COI SENT TO VENUE YES NO

BAKERY _____ DAY OF PHONE _____
EMAIL _____ INSTAGRAM HANDLE _____
DAY OF ARRIVAL TIME _____ COI SENT TO VENUE YES NO

FLORIST _____ DAY OF PHONE _____
EMAIL _____ INSTAGRAM HANDLE _____
DAY OF ARRIVAL TIME _____ COI SENT TO VENUE YES NO

PHOTOGRAPHER _____ DAY OF PHONE _____
EMAIL _____ INSTAGRAM HANDLE _____
DAY OF ARRIVAL TIME _____ COI SENT TO VENUE YES NO

VIDEOGRAPHER _____ DAY OF PHONE _____
EMAIL _____ INSTAGRAM HANDLE _____
DAY OF ARRIVAL TIME _____ COI SENT TO VENUE YES NO

OFFICIANT _____ DAY OF PHONE _____
EMAIL _____ INSTAGRAM HANDLE _____
DAY OF ARRIVAL TIME _____ COI SENT TO VENUE YES NO

CEREMONY MUSIC _____ DAY OF PHONE _____
EMAIL _____ INSTAGRAM HANDLE _____
DAY OF ARRIVAL TIME _____ COI SENT TO VENUE YES NO

RECEPTION MUSIC _____ DAY OF PHONE _____
EMAIL _____ INSTAGRAM HANDLE _____
DAY OF ARRIVAL TIME _____ COI SENT TO VENUE YES NO

RENTAL COMPANY _____ DAY OF PHONE _____
EMAIL _____ INSTAGRAM HANDLE _____
DAY OF ARRIVAL TIME _____ COI SENT TO VENUE YES NO

OTHER _____ DAY OF PHONE _____
EMAIL _____ INSTAGRAM HANDLE _____
DAY OF ARRIVAL TIME _____ COI SENT TO VENUE YES NO

OTHER _____ DAY OF PHONE _____
EMAIL _____ INSTAGRAM HANDLE _____
DAY OF ARRIVAL TIME _____ COI SENT TO VENUE YES NO

OTHER _____ DAY OF PHONE _____
EMAIL _____ INSTAGRAM HANDLE _____
DAY OF ARRIVAL TIME _____ COI SENT TO VENUE YES NO