

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? _____

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 on site? _____

360 EAST - MONTAUK DOWNS WEDDING CHECK LIST

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:

360 EAST - MONTAUK DOWNS WEDDING CHECK LIST

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?_____
Cake Cutting Ceremony:	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.)

360 EAST - MONTAUK DOWNS WEDDING CHECK LIST

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.

Cake Topper (your own)	Yes	_____	No	_____
Favors	Yes	_____	No	_____
Place Cards (in alphabetical order)	Yes	_____	No	_____
Cake Knife/ Server (your own)	Yes	_____	No	_____
Special Champagne Glasses (your own)	Yes	_____	No	_____
Guest Book (& Pens)	Yes	_____	No	_____
Sign Board (all arrows pointing right)	Yes	_____	No	_____
Cameras	Yes	_____	No	_____
Photographs	Yes	_____	No	_____
Restroom Basket (Women's Room Only)	Yes	_____	No	_____
Menu	Yes	_____	No	_____
Cigars	Yes	_____	No	_____
Please note: Cigar Ashtrays MUST be provided with Cigars				
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.

360 EAST - MONTAUK DOWNS WEDDING CHECK LIST

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 **\$150** Yes____ No____
 - Suitcase Size
 - With Microphone
- 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

360 EAST - MONTAUK DOWNS WEDDING CHECK LIST

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: