



Royal Roads
UNIVERSITY

Venue Planning Tool

Garden Ceremony & I Do Package

This tool is intended for our contracted clients to support their planning stages in consultation with their wedding planner. It will capture all your necessary logistical information to support venue set up and Truffles Catering. Please ensure your selections are relevant to your specific contracted wedding package. Complete and save the interactive PDF in your records, then email the form no later than 45 days prior to your event day.

Wedding couples name

Name of wedding planner

or designate. Add contact info.

Event date: (mm,dd,year)

Estimated Guest number

Please provide a full list of suppliers, e.g. decor company & item

Venue Logistics

Ceremony location

Wedding registry table (chair & table included)

Sound System:

**Sound system which includes built in speakers, wireless hand-held mic & lapel mic, & audio jack for mobile device*

Live Musicians

**Musicians must provide own equipment*

If yes, number of chairs required for musicians

Reception Options *minimum order of 50 guests*

Hors D'Oeuvres & Beverage Package

Beverage (choose 1)

Hors D'Oeuvres (choose 2)

Beet cured salmon - spiced rice cake, pickled cucumber

Rosemary-current palmier - duck prosciutto, creme fraiche, micro arugula

Grilled beef flank steak - cauliflower puree, roasted mushroom

Pan seared polenta - herb chevre & sun-dried tomato

Watermelon & feta - sweet balsamic fluid gel

Brie bread pudding - red wine & pear fluid gel, apple crisp

Strawberries and Bubbles Package

Henkell Trocken sparkling wine & chocolate dipped strawberries

Please list any dietary allergies or requirements along with guest names
(e.g., gluten free or vegan requests)

Are there additional catering requirements that are not reflected in this document?

Are there additional logistical details that are not reflected in this document?

Next Steps

Based on the information above the Event Coordinator will create a final floor plan, Client Confirmation and updated estimate within two weeks of receiving the completed Venue Planning Tool .