



Royal Roads UNIVERSITY

Venue Planning Tool Garden Ceremony & I Do Package

All activities are subject to the Provincial Health Orders on Events and Gatherings

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)

Guaranteed Guest numbers

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

Venue Logistics

Ceremony location

Wedding registry table

(chair, table & linen included)

Number of guest ceremony chairs?

(150 available)

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. Surcharge to apply for smaller group.*

Bubbles & Canapes Package

Beverage (choose 1)

Hors D'Oeuvres (choose 2)

Watermelon and Feta

Polenta

Duck Prosciutto

Beet Cured Salmon

Beef Short Rib Rilette

Tomato Tart

Bubbles & Strawberries Package

*Pergolo Prosecco Extra Dry &
chocolate dipped strawberries*

Self Serve Beverage Station

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

Are there additional catering requirements or custom orders 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. Your signature will be required for approval.