

Temporary Planning Form

Name: _____

Date: _____

Details

Location:

Ceremony starts:

Reception Starts:

Color Theme:

Wedding Coordinator Name:

- Phone Number:

Coffee Bar Hours (up to 4 hours):

Coffee Bar Location:

Water and 2 Electric outlets available? _____

If there is a kitchen at or near the venue location, will we have access to a refrigerator and/or ice machine? (Please note, these are not necessary, but are very helpful if available).

Comments: _____

Plan B (Rain Plan)

Wedding Location:

Coffee Bar Location:

Choose Your Menu:

(We recommend limiting your menu to 3 options for your guests).

Check out our Menu Options at LifeCoffeeBar.com!

We can also serve Pour-Over Drip Coffee –We provide the black coffee (regular or decaf), and the guest will have a choice of: French vanilla creamer, half + half creamer, and white or raw sugar.

Pricing:

Expected Guests	Price
50-100	\$300
101-200	\$525

Includes:

- Unlimited specialty beverages for wedding guests (Up to three flavors of your choice)
- Wedding Favor cup sleeves that say “Thanks a Latte from the Bride & Groom”
- Up to 4 hours of service.
- Transportation of coffee supplies and setup to and from the event
- A scheduled meeting at the wedding venue 1-2 weeks before the wedding

Proposed Schedule:

Date: _____

Full Payment is due to Life Coffee Bar. **Cash or Check only.** Write checks out to:

Name: MARY MARTIN

Memo: Life Coffee Bar

Date: _____

Let's find a date to meet at the venue to sort out any last details. We want to make sure that we understand your expectations for your special day.

What would work for you?: _____