



W2091 COUNTY RD JJ  
KAUKAUNA, WI 54130  
CORNER OF HWY 55 & JJ  
PHONE: 920-788-5296

Thank you for choosing the Starlite Club. **Please fill out this form and return it to us. This completed form must be returned to us 90 days before your event date!** It will be kept on file and changes can be made up to 2 weeks prior to your wedding day. If you have any questions, or would like to discuss any details about your special day, please feel free to call us.

Event Date \_\_\_\_\_

Name of Spouse \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name of Spouse \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**\*\*PLEASE CONTACT THE STARLITE CLUB TWO WEEKS PRIOR TO YOUR EVENT WITH THE ACTUAL NUMBER OF GUESTS ATTENDING, THEN AGAIN ONE WEEK BEFORE.**

Hall \_\_\_\_\_

Total number for DINNER \_\_\_\_\_

How many people will be seated at the head table? \_\_\_\_\_

Head table on stage or floor? \_\_\_\_\_

Where will your ceremony take place? \_\_\_\_\_

What time will your ceremony take place? \_\_\_\_\_

Will guests arrive at the Starlite Club immediately following the ceremony?  
YES \_\_\_\_\_ NO \_\_\_\_\_ Approximate arrival time \_\_\_\_\_

Would you like arrangements made for Hors d'oeuvres? YES \_\_\_\_\_ NO \_\_\_\_\_

Hors d'oeuvres Chosen \_\_\_\_\_

Hors d'oeuvres Serving Time \_\_\_\_\_

Late Night Snack? YES \_\_\_\_\_ NO \_\_\_\_\_

Snack Chosen \_\_\_\_\_

Snack Serving Time \_\_\_\_\_

Linen napkin color \_\_\_\_\_

Round Tables: YES \_\_\_\_\_ NO \_\_\_\_\_

Combinations of round and straight tables are available upon request

Table Layout Selected \_\_\_\_\_

Centerpiece Items Reserved \_\_\_\_\_

Other Items Reserved \_\_\_\_\_

What time would you like dinner served? \_\_\_\_\_

**NOTE: PARTY MUST BE HERE ON TIME!!!!**

What dinner menu items have you selected?

\_\_\_\_\_

Family Style, Plated, or Buffet? \_\_\_\_\_

Special Dietary Considerations? \_\_\_\_\_

Children's Meals? \_\_\_\_\_

Will we be serving champagne or wine? YES \_\_\_\_\_ NO \_\_\_\_\_

Special request wines and non-alcoholic champagnes available upon request.

If yes, what kind? \_\_\_\_\_

Head table only? \_\_\_\_\_ Family table? \_\_\_\_\_ All tables? \_\_\_\_\_

Is your cake being served for the dessert? YES \_\_\_\_\_ NO \_\_\_\_\_

If your cake is **not** being served for dessert, and you or someone in your party is cutting the cake,  
**YOU MUST PROVIDE YOUR OWN PLATES & UTENSILS.**

Would you like the Starlite Club to cut your cake? YES \_\_\_\_\_ NO \_\_\_\_\_  
TIME \_\_\_\_\_

Note: Cake cutting fee is \$75.00, includes plates and utensils

If you cut your own cake and need plates, napkins and utensils there is a \$25.00 charge.

Would you like plates, napkins, and utensils? YES \_\_\_\_\_ NO \_\_\_\_\_

Will you have a DJ? \_\_\_\_\_ Band? \_\_\_\_\_

Name \_\_\_\_\_

What time will the entertainment start? \_\_\_\_\_ End? \_\_\_\_\_

Tap beer available **AFTER DINNER ONLY!**

Beer bartender and plastic cups: Fee, \$65.00

What kind of beer? \_\_\_\_\_ Qty \_\_\_\_\_

\_\_\_\_\_ Qty \_\_\_\_\_

Soda YES \_\_\_\_\_ NO \_\_\_\_\_

Before and After Dinner \_\_\_\_\_ After Dinner Only \_\_\_\_\_

Will you be having an Open Bar? YES \_\_\_\_\_ NO \_\_\_\_\_

Who is responsible for the dinner bill?

Name \_\_\_\_\_

Phone \_\_\_\_\_

Who is responsible for the bar bill?

Name \_\_\_\_\_

Phone \_\_\_\_\_

What time would you like to receive the bill? \_\_\_\_\_

Please sign and return this form, to the Starlite Club, 90 days prior to your wedding date.

Today's Date \_\_\_\_\_

Bride's Signature \_\_\_\_\_

Groom's Signature \_\_\_\_\_

**\*\*\*ALL BILLS ARE DUE AND PAYABLE BY CASH OR CHECK THE NIGHT OF THE WEDDING – CREDIT CARDS ARE ACCEPTED WITH A 4% SERVICE CHARGE.**

**\*\*\*NOTE – SALES TAX (5%) AND A GRATUITY (17%) WILL BE ADDED TO YOUR BILL.**

**\*\*\*PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

On behalf of the Starlite Club management and staff, **THANK YOU** for allowing us to serve you on your special day!