

Seating Instructions

Please follow the simple instructions below to eliminate any confusion the day of your event.

One month before your wedding, schedule an appointment with Peter Garceau, 467-2531 X 305 to discuss your event. At this time your menu choices, seating arrangement, and final details will be discussed.

A preliminary bill will be sent to you and any questions should be discussed with our Business Office at the 467-2531 X 302.

Two weeks before your event you should call to verify all of your last minute details including most importantly the number of guests attending and break down of each entree.

One week before your event, final payment is due. Please make an appointment with the business office.

While reviewing the diagram of the dining room decide where you would like your guests to be seated. Etiquette states the grooms family is seated on the right, and the bride's family is on the left. Regardless of the dining room, all tables consist of ten guests. It is advised you try to seat as many as ten guests per table as you can, although you may have some tables of nine, eight, etc.

Now that all your guests are grouped and placed in the diagram, it is necessary that you list them alphabetically, last name Mr. or Mrs., table number beside their name as well as their dinner choice. This is a very important step. If they are not in alphabetical order, it will only create confusion.

We do not suggest place cards. A master plan is sufficient.

Upon arrival of your guests, a Maitre'd will greet them, ask their name, and assign them to the appropriate table, as well as confirming their dinner choice.

Example

Name	Table #	Dinner Choice	
		Entrée #1	Entrée #2
Amarante, Mr. & Mrs.	1	1	1
Davis, Mr. & Mrs.	1		2
Johnson, Mr. & Mrs.	3	1	1

Amarante's Sea Cliff

62 Cove Street ♦ Morris Cove ♦ New Haven, Connecticut 06512 ♦ (203) 467-2531

www.amarantes.com

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Cont'd...

For the management's use, on the master copy of the table diagram list the table number and amount of guests per table. You may not have ten at every table so it is very important to complete this step in order for us to set each table for the exact number of guests.

Example

<u>Table #</u>	<u>Amount of Guests</u>
1	8
2	10
3	9, etc.

In addition, each table should have an index card, which states the name of the guests seated and their dinner choice. This assists the staff in serving the dinner correctly and efficient.

<u>Table #1</u>	<u>Entree #1</u>	<u>Entree #2</u>
<u>Amarante, Mr. Mrs</u>	<u>1</u>	<u>1</u>
<u>Cori, Mr. & Guest</u>	<u>1</u>	<u>1</u>
<u>Davis & Family</u>	<u>3</u>	<u>1*</u>
Total	5	3

Total of 8 guests

Enclosed are sample sheets of the Maitre'd master list, table index cards and the table index card totals. Please feel free to change them to your particular menu choices; they are only samples for your review. Seating arrangements, along with favors, toast glasses, cake knife, guest book, envelope holder and anything you do not want to bring with you the day of the event should be in one week prior to your function. Each box must be marked with the clients name, room and date of the event.

If any questions, please feel free to call at anytime.

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