

## Time Line

Reservations for space at the University Center are encouraged to be made 6 to 12 months in advance. We recommend you meet with us at least two months prior to your event in order to discuss any further needs.

Please consider the following questions prior to meeting with our Even Planner:

Date of wedding \_\_\_\_\_

Estimated number of guests \_\_\_\_\_

Type of catered menu \_\_\_\_\_

Special Wedding Package \_\_\_\_\_  
(includes set-up, service, china, and linen for all tables)

Complete Catered Menu \_\_\_\_\_  
(includes set-up, service, china, and linen for all tables)

A la Carte \_\_\_\_\_  
(includes set-up, service, china, and linen for all tables)

(If you choose to have a formal set up with your a la carte selection, there will be an additional charge of \$3.50 per person.)