

141 new London Turnpike  
 Glastonbury, CT 06033  
 860-659-2656  
[thegallery141@aol.com](mailto:thegallery141@aol.com)

The Gallery

SEATING PLAN FOR MAIN LEVEL

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

BaR AND  
 COCKTAIL  
 AREA

# 14\_\_\_\_ #15\_\_\_\_ # 16\_\_\_\_ #17\_\_\_\_ #18\_\_\_\_

HOLDS 80-100 PERSONS  
 9 TABLES OF 8 to 12

#10\_\_\_\_ #11\_\_\_\_ #12\_\_\_\_ #19\_\_\_\_ #20\_\_\_\_

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CAKE

#1\_\_\_\_

H.T.\_\_\_\_

WITH A DANCE FLOOR HOLDS 35 PERSONS.

#2\_\_\_\_

DANCE FLOOR

GIFTS

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#5\_\_\_\_

#3\_\_\_\_

#4\_\_\_\_

EACH TABLE HOLDS  
 8-12 PERSONS

HOLDS 70-76 PERSONS

#9\_\_\_\_

#7\_\_\_\_

#8\_\_\_\_

#6\_\_\_\_

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MAIN ENTERANCE

MAIN ROOM

\*GALLERY EAST HOLDS  
 18 PERSONS/LOCATED  
 RIGHT OFF MAIN ROOM

PLEASE RETURN 5 DAYS PRIOR TO RECEPTION. ENTER NUMBER OF PERSONS YOU  
 HAVE ASSIGNED TO EACH TABLE. INCLUDE PHOTOGRAPHER, MUSICIANS AND  
 CHILDREN.

PLEASE NUMBER SEATING CARDS FOR HEAD TABLE- FACING TABLE NO. 1 AND NO. 2  
 FROM LEFT TO RIGHT. (1, 2, 3, 4, 5, 6, 7, 8, 9, 10...)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Room: \_\_\_\_\_ Arrival time: \_\_\_\_\_

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On your final appointment with us, five days prior to your reception, payment is due in full in the form of a bank check or cash. At this time please bring any of the following things that you have for your reception.

Guest Book: \_\_\_\_\_ Pen: \_\_\_\_\_ Card Basket \_\_\_\_\_ Seating Plan: \_\_\_\_\_

Seating Cards in alphabetical order: \_\_\_\_\_ Seating cards for head table: \_\_\_\_\_

Toasting Glasses: \_\_\_\_\_ How many? \_\_\_\_\_ Cake Server/Knife: \_\_\_\_\_

Cocktail napkins: \_\_\_\_\_ Luncheon Napkins: \_\_\_\_\_ Cake top: \_\_\_\_\_

\_\_\_\_\_ Favors: \_\_\_\_\_ How many? \_\_\_\_\_ Every place setting: \_\_\_\_\_ Every other place setting: \_\_\_\_\_

Other instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Centerpieces: \_\_\_\_\_ How Many? \_\_\_\_\_ Given Away or Packed \_\_\_\_\_  
Will be delivered on \_\_\_\_\_ at \_\_\_\_\_

Bride's parents seated at table # \_\_\_\_\_ Groom's parents seated at table # \_\_\_\_\_

Located outside our main entrance is a directory. How would you like your name's to appear? (Mr. And Mrs. ...or both first name's and groom's last name.)

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How Many guests are between the ages of 17-20? \_\_\_\_\_

Are the Bride and Groom of Legal Drinking Age (21 yrs)? \_\_\_\_\_

First dance before or after dinner: \_\_\_\_\_ Toast given by: \_\_\_\_\_

Grace given by: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_

Church: \_\_\_\_\_ Town: \_\_\_\_\_ estimated arrival time: \_\_\_\_\_

Again, thank you for choosing the Gallery and we look forward to making your wedding reception a memorable one.

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