

WEDDING INFORMATION DOCUMENT - GENERAL

Please print clearly and complete all information. Fax to 905-381-9888 or Scan/Send via email to hwilliams@carmenshotel.com or drop off at the C Hotel Front Desk address to Heather's attention

Wedding Date: _____

Ballroom Allocation: _____

CONTACT INFORMATION

Full Name of Bride: _____

Full Name of Groom: _____

Bride Home Phone: _____ Groom Home Phone: _____

Bride Business Phone: _____ Groom Business Phone: _____

Bride Cell Phone: _____ Groom Cell Phone: _____

Email: _____ Email: _____

New or Current Address of Bride & Groom: _____

City, Province: _____ Postal Code: _____

EMERGENCY CONTACT INFORMATION

Mother of Bride: _____ Mother of Groom: _____

Father of Bride: _____ Father of Groom: _____

Contact Number: _____ Contact Number: _____

Maid of Honor: _____ Best Man: _____

Contact Number: _____ Contact Number: _____

Master of Ceremonies: _____ Contact Number: _____

WEDDING INFORMATION DOCUMENT - GENERAL

PERSONAL & FINANCIAL INFORMATION

Bride's License Number: _____

Groom's License Number: _____

Bride's Date of Birth: _____

Groom's Date of Birth: _____

Bride's Credit Card

Type of Card: _____

Name as it appears on card: _____

Card Number: _____

Expiration Date: _____

Groom's Credit Card

Type of Card: _____

Name as it appears on card: _____

Card Number: _____

Expiration Date: _____

*"When you realize you want to spend the rest of your life with a person, you want the rest of your life to start as soon as possible."
- Billy Crystal from the movie "When Harry Met Sally"*

WEDDING INFORMATION DOCUMENT-TIMING & FORMALITIES

Proper timing is one of the keys to a successful wedding. In the spaces below, please complete the information as accurately as possible. Please schedule yourself to arrive at C Hotel at least 30 minutes prior to your scheduled reception time.

Ceremony Location: _____ Ceremony City: _____

Ceremony Start Time: _____ Ceremony End Time: _____

Wedding Picture Location: _____

Wedding Picture Start Time: _____ Picture End Time: _____

Will you take pictures at C Hotel property in case of Inclement Weather: Yes ___ No ___

Anticipated arrival time for pictures in case of inclement weather: _____

Arrival Time at C Hotel of Bride & Groom: _____

Desired Reception Time: _____ Desired Dinner Time: _____

Desired Late Night Buffet Time: _____

ANTICIPATED NUMBER OF GUESTS

Total # of guest invitations mailed (including head table): _____

Less negative responses (10% to 15% if high # of out of town): _____

Estimate total # of guests attending: _____

Number of Family Tables: _____

RECEIVING LINE

Will you be conducting a formal receiving line? Yes _____ No _____

If yes, C Hotel Supervisor will line up your family and wedding party approximately 5 minutes prior to the reception start time. Parents will be first in the line, Bride and Groom will be next, followed by the Best Man and Maid of Honour and remainder of wedding party.

INTRODUCTIONS

Will you be conducting a formal introduction of the wedding party into the ballroom to commence the dinner formalities? Yes _____ No _____

Who will be conducting the introduction of the wedding party? DJ/Band _____ MC _____
(Please refer to MC Submittal Form for Introduction Order)

C Hotel supervisor will work with the designated person to coordinate introductions

FORMAT OF MEAL – (Select One)

A La Carte (Individual Plates)

Family Style (Bowls & Platters)

APPETIZER OPTIONS - (Select One)

Deluxe Caesar Salad (Bacon/Croutons)

Pomegranate Insalata

Mediterranean Insalata

Tossed Salad

Stracciatella Soup

Potato & Leek

Caldo Verde

Butternut Squash

Roasted Red Pepper & Tomato Soup

Minestrone

*Pre dinner hors d'oeuvres

*Antipasto Buffet

PASTA OPTION - (Select One)

Penne

Farfalle (Bowties)

Fusili

*Lasagna Bolognese

*Pinwheels of cannelloni & Manicotti w/tomato sauce

*Fettuccini

*Meat or cheese tortellini

*Lasagna w/Ricotta and Spinach

*Meat or cheese ravioli

SAUCE OPTION - (Select One)

Tomato Basil

Bolognese (Meat)

Alfredo

*A la Pescatore

Rose a la Vodka

Primavera

* - Upgrade options available if not included in your package

MAIN COURSE OPTIONS

PLEASE REFER TO YOUR SALES BROCHURE & PROPOSAL FOR A FULL DESCRIPTION OF EACH ITEM AND THE NUMBER OF CHOICES INCLUDED IN YOUR PACKAGE

Chicken Pietro with roasted red pepper sauce	<input type="checkbox"/>	Chicken Venetresca with asiago cheese sauce	<input type="checkbox"/>
Chicken Florentine with spinach sauce	<input type="checkbox"/>	Chicken Cordon Bleu with wine cheese sauce	<input type="checkbox"/>
Chicken Matteo with sundried tomato sauce	<input type="checkbox"/>	Chicken "Carm" with fresh tomato sauce	<input type="checkbox"/>
Chicken Canadese with dijon cream sauce	<input type="checkbox"/>	Chicken Parmigiana	<input type="checkbox"/>
Bourbon & Apple Medallions of Pork	<input type="checkbox"/>	Dijion & Honey Glazed Medallions of Pork	<input type="checkbox"/>
Eye of Round with Bearnaise sauce	<input type="checkbox"/>	Eye of Round with Cognac mushroom sauce	<input type="checkbox"/>
Eye of Round with horseradish au jus	<input type="checkbox"/>	Eye of Round with grainy mustard au jus	<input type="checkbox"/>
Eye of Round with mire poix	<input type="checkbox"/>	Eye of Round with Tarragon cream sauce	<input type="checkbox"/>
*Veal Milanese	<input type="checkbox"/>	*Veal Henry	<input type="checkbox"/>
*Veal Marsala with mushroom and glaze	<input type="checkbox"/>	*Veal Parmigiana	<input type="checkbox"/>
*Veal Puttanesca	<input type="checkbox"/>	*French Cup Veal Chop Milanese	<input type="checkbox"/>
*New York Steak	<input type="checkbox"/>	*Prime Rib	<input type="checkbox"/>
*Filet Mignon	<input type="checkbox"/>	*French Cut Veal Chop	<input type="checkbox"/>

YOUR SAMPLE MEAL (IF INCLUDED IN YOUR PACKAGE) WILL BE HELD AT BACI RISTORANTE AT A SET SCHEDULE TIME DURING OPERATIONAL HOURS. THIS WILL ONLY TAKE PLACE ONCE YOUR WEDDING STORY BOOK MENU SELECTIONS HAVE BEEN GIVEN TO OUR EVENTS & SALES COORDINATOR 3 MONTHS IN ADVANCE.

* - Upgrade options available if not included in your package

STARCH OPTION - (Select One)

- | | | | |
|-------------------------------|--------------------------|----------------------------|--------------------------|
| Herb infused Roasted Potatoes | <input type="checkbox"/> | Dirty Garlic Mashed Potato | <input type="checkbox"/> |
| Creamy Mashed Potatoes | <input type="checkbox"/> | Italian Herb Rice | <input type="checkbox"/> |
| Parisian potatoes | <input type="checkbox"/> | *Pear William Potato | <input type="checkbox"/> |

Our plate presentation is accompanied with our chef's choice of vegetable or as described in your package

Any dietary restrictions will be accommodated with a chef's choice option for each appropriate course. In order to accommodate all dietary restrictions to our fullest, they must be LISTED ON YOUR FLOOR PLAN according to the appropriate table your guest is allocated to. If NO dietary restrictions are submitted via your floor plan, an alternative meal of the chef's choice will be made available, however, regardless of the dietary restriction of your guest there will only be one alternative choice provided unless previously indicated by you, our customer, via the floor plan.

DESSERT COURSE – (Select One)

- | | | | |
|--------------------------------------|--------------------------|---|--------------------------|
| Tiramisu | <input type="checkbox"/> | Baci Oreo Cheese Cake & Berry Coulis | <input type="checkbox"/> |
| Chocolate Mousse | <input type="checkbox"/> | Wild Berry Cobbler | <input type="checkbox"/> |
| Strawberry Shortcake | <input type="checkbox"/> | Strawberry Ice Cream Parfait | <input type="checkbox"/> |
| *Tartufo | <input type="checkbox"/> | *Phylo surprise & ice cream | <input type="checkbox"/> |
| *White chocolate raspberry tear drop | <input type="checkbox"/> | *Apple blossom with crème caramel sauce | <input type="checkbox"/> |

*** - Upgrade options available if not included in your package**

Late Night Buffet

- | | | | |
|--|--------------------------|---|--------------------------|
| Gourmet Italian slab pizza | <input type="checkbox"/> | *Fresh seasonal fruits | <input type="checkbox"/> |
| *Venetian & Sicilian Cannoli | <input type="checkbox"/> | Freshly ground coffee & tea | <input type="checkbox"/> |
| Mini party pastries | <input type="checkbox"/> | *Please Note: All you Need is Love does NOT include a late night buffet for any package booked on a Sunday of a non-long weekend. | |
| 3-tier Le Sem wedding cake with Venetian cream filling | <input type="checkbox"/> | | |
| *Burger Bar or Poutine Bar | <input type="checkbox"/> | | |

#1 Ribbon



#2 Basket Weave



Any deviation from this design will result in an additional cost

Icing Pattern Request (Ribbon or Basket Weave): _____

Ribbon Color Request (If Selected Above): _____

Would you like votive candles around the cake table? (Yes or No) _____

If yes, how many candles would you like to have set up (at a cost of \$0.75 per candle)? _____

If a cake is not included and you may wish to add a C Hotel Wedding Cake to your package, the cost is \$100.00 per tier, minimum of 3 tiers. The cake consists of three individual tiers of cake prepared with fresh vanilla sponge cake & filled with Venetian cream. C Hotel will provide the cake table accented with a white organza overlay. It is recommended that you provide a cake topper to enhance the presentation. Please note: cake can be cut & served as part of the late night buffet at no charge.

*** - Upgrade options available if not included in your package**

Wedding Cake Upgrades

C Hotel Cake Designers have taken professional courses and are trained to prepare customized cakes with various styles and icing formats. Please note if you would like the C Hotel to complete one of these desired cakes. (Please print & attach a version of a cake you would like us to design)

To stack your 3 Tier Le Sem Cake \$100.00 Add Fondant Icing to your 3 Tier Cake
\$200.00

Add Butter Cream Icing to your 3 Tier Cake Cupcake Wedding Cake - \$3.50 pp
\$125.00

To add a 3 Tier Le Sem Cake (Individual) Please provide me a customize quote
if not included in package- \$100.00 per Tier Picture must be submitted

All prices are plus HST



For the attached wedding cake picture

(Beads, ribbon & cake stand provided by client and brought in 1-2 days before wedding)

HEAD TABLE OPTIONS

C Hotel has subcontracted some of North American most accomplished wedding decorators to assist with the creation of our head tables, which would cost approximately \$1000-\$2000 to have designed at other venues. Standard head tables will come with black, white or ivory skirting and swag materials.

In order to further enhance the presentation of our head table and to customize them for your specific tastes, please complete the section below.



HEAD TABLE ENHANCEMENT OPTIONS – (Select Any That Apply)

Silver Broaches (for swagging)
(No Charge)

Two Tiered Head Table \$350.00

Small Votive Candles across front
(\$0.75 per candle)

Desired Backdrop Lighting Color: _____

Would You Like Lights underneath the Head Table (Yes or No): _____

Head Table Special Requests: _____

Head Table in Dolce can fit up to 10ppl across (max.) with **NO option of being elevated.**

Head Table for Castelli can fit up to 10ppl across or UPGRADE with a Two Tier Head Table (elevated for \$350) that fits 10ppl on each level, 20ppl max

DECOR SELECTIONS – Guest Tables

TABLE CLOTH (Select One)

Black Swirl
Ivory Swirl
Green Swirl
Pale Pink Swirl
Brown Swirl

White Swirl
Red Swirl
Fuschia Swirl
Royal Blue Swirl
White Bisque
Black Bisque

UPGRADES AVAILABLE STARTING AT \$15 PER TABLE

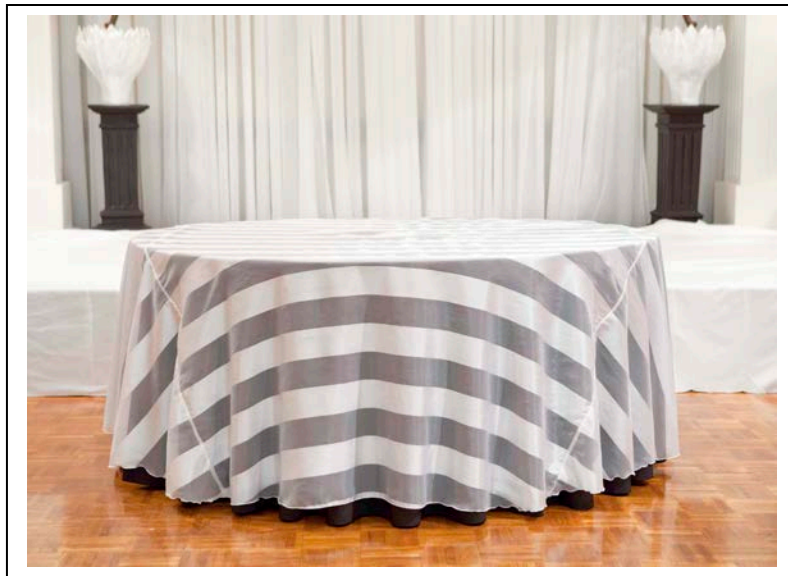


DECOR SELECTIONS – Guest Tables

ORGANZA OVERLAY OPTIONAL

- White & Black Flock
 - Purple
 - Champagne Flock
 - Silver Piano Key Pinstripe
 - Light Blue
 - Light Pink
 - Silver Runner
- | |
|--|
| |
| |
| |
| |
| |
| |
| |

UPGRAGED OPTIONS AVAILABLE STARTING AT \$15 per



Please Note: These optional extras are available in limited quantities. Please check with your event planner to ensure we can accommodate your amount of tables for your wedding

DECOR SELECTIONS – Guest Tables

CENTREPIECES (Select One)

Mini Martini Glasses

Pilsner Glass 16"

All of the above can be accompanied with:

Floating Candle & Water _____ Patron's Own Items: _____

Gold Pearl Cylinder with Base

Gold Crystal Cylinder with Base

Silver Crystal Teardrop with Base

Crystal Mini Candelabra

Special Centerpiece Instruction: _____

CHARGER PLATES (Select One)

Gold Round

Silver Round

Black Round

Gold Square

Silver Square

Black Square

CHAIR COVERS (Select One)

Black linen White linen Ivory linen

CHAIR COVER UPGRADES AVAILABLE STARTING AT \$7 per

DECOR SELECTIONS – Head & Receiving Tables

SKIRTING OPTIONS

(Select One)

White Pleated Linen
Black Pleated Linen
Ivory Organza

Ivory Pleated Linen
White Organza
Patron's Own: _____

SWAGGING OPTIONS

(Select One)

White
Ivory
Light Pink
Red

Champagne
Black
Purple
Brown

HEAD TABLE ACCENTS

(Select One)

Footed Crystal Globes Medium
Footed Crystal Globes Large

Crystal Candelabra
Crystal 7 Row Candle
Other: _____

MONEY BOXES

(Select One)

White Bird Cage
Crystal Box Large
Crystal Box Small
Patron's Own: _____

Glass Bowl
Flower Basket
Love Heart

ENHANCEMENTS (Select Any That Apply)

4 Votive Candles per table
(\$0.75 per candle)

2 Menu Cards printed per table
(\$2.50 per card)

ACCESSORY PAGE / FINAL EVENT MEETING

The day before your wedding you will be required to bring in all wedding accessories. ***It is imperative that you are on time for this meeting and that you remember to bring all pertinent items.*** Please check off all items that you will be bringing in.

Payment for Outstanding Wedding Balance (A MUST)

Guest Book Display/Signing Picture

Pen for Guest Book Signing Pen for Picture

Flowers for Cake Cake Topper

Guest Favors/Gifts Cake Knife

Gifts on Receiving Table or Guest Place Settings: _____

Donation Frame Family Pictures

Bride & Groom Photo Place Cards (Alphabetical Order)

Menu Cards for Tables Seating Chart

Decorative Items Engagement Picture

Description of Items: _____

Menu Cards for Tables Patron's Own Votive Candles

Homemade Cookies Disposable Cameras for Guests

Roughly How Many Trays: _____ Where to Place Cameras _____

Rose Petals: (Florist to Place) Rose Petals: (C Hotel to Place-\$25.00)

Personal Bottles Confetti Candy

Number of Bottles: _____

Floor Plan Adjustments Patron's Own Moneybox

Other: _____ What Kind of Moneybox: _____

Kissing Game Items Kind of Kissing Game: _____

****Patron is responsible to setup own items that are brought in the day before wedding, which is documented and stored, then put in room designated ballroom for patron's setup***

CEREMONY DETAILS (IF ONSITE)

If interested in a Rehearsal at the C Hotel, the cost is \$150.00 + HST

Normally done on Thursday's at 6:30pm-8:30pm in designated room or area provided

If your ceremony is onsite at C Hotel, please fill in the required information:

TIMING

What time will the groom arrive to C Hotel? _____

What time will the bride arrive to C Hotel? _____

What time will guests arrive to C Hotel? _____

Ceremony Start Time: _____ Ceremony End Time: _____

Minister Name: _____

MUSIC

(Select option that applies)

Patron's Own Disk Jockey Patron's Own Singer

Patron's Own Pianist C Hotel Sound System

Patron's Own CD Player & Own CD
(\$50.00 for C Hotel staff to operate CD)

C Hotel DJ for Ceremony
(\$150.00 for C Hotel DJ to play ceremony, only available in conjunction with dinner)

Other: _____

CEREMONY ACCESSORIES & FORMAT

Will you be bringing in bubbles? _____

Will you be providing guest programs? _____

Will you be providing special candles? _____

Will mothers be escorted before the Bridesmaids enter? _____

Who will escort the bride down the aisle? _____

COAT CHECK & WEDDING SERVICE PROVIDERS

COAT CHECK

Coat check is a complimentary service that is included in the La Prima packages, as we have factored the staff labour into the pricing. It is usually required from October through to April, weather dependent. If you have not booked one of these packages please note how you would like to handle the checking of your guests' coats.

Host Coat Check
(\$1.50 per guest charged to bill)

Guests to Pay to Check Own Coats
(\$2.00 per coat charged to guest)

WEDDING SERVICE PROVIDERS

Please complete information for any suppliers that you have subcontracted for your wedding date.

Service Provided	Company Name	Contact Person	Phone Number
1. Limousine			
2. Disk Jockey			
3. Florist			
4. Cake Supplier			
5. Photographer			
6. Videographer			
7. Pianist/Musician			
8. Decorator			
9. Band (how many pieces)			
10. Video Presentation			
11.			
12.			

"You may only be one person to the world, but you may also be the world to one person."

FLOOR PLAN & SPECIAL MEAL INSTRUCTIONS

Please check off all boxes & sign below noting you have read and understand the Floor Plan and Special Meal Instructions. PLEASE SUBMIT WITH WEDDING INFORMATION

1. Upon receipt of reply cards back, I will then contact any outstanding guests who have not yet replied to determine their attendance status.
2. I will triple checked my guest list to ensure that all guests are assigned to an appropriate table. Check guest lists to reply cards to place cards to floor plan.
3. I will ensure that all tables are a maximum of 10 guests (6 max in Dolce) and I understand if I have more than 5 tables with less than 10 guests (or with 8 more) that or I will be that I will be subject to a penalty of \$25.00 per table that will be added to my final billing. (For Example, 8 tables with less than 10 guests = \$75.00 fee)
4. I will properly completed the floor plan document and have indicated those tables that have youth, children and infants.
5. I understand that I can make increases to the floor plan until the day before the wedding but under no circumstances am I permitted to decrease my final numbers on any tables even if my guests call to cancel.
(Reason: C Hotel has already staffed and purchased food for the number of guests that you have invited.)
6. I will write all of my special meal instructions in the far right column of the floor plan and understand that children get a separate menu.
7. I will submit to C Hotel a "Seating Chart" of where my guests are sitting or I will bring in "Place Cards" of where my guests are sitting. Please denote:
 - Seating Chart
 - Place Cards (*I have remembered to arrange them in alphabetical order and NOT by table number*)
8. I understand that any floor plan changes that I authorize on my wedding will be subject to a \$20.00 service charge.
(For Example, requesting for a seat to be changed from one table to another table.)
9. I understand that if any of my parents, in-laws, or family members asks staff or management of the C Hotel to add any place settings to any guest tables, that my credit card will automatically be charged for that guest.
10. I understand that the floor plan must be returned 2 weeks before my wedding.
11. I understand that my minimum numbers are based on _____ and I am subject to a surcharge if I fall below that number. (children not included in numbers)

NAME: _____ SIGNATURE: _____

WEDDING “WOW” UPGRADES

Please denote if you would like any of the following “WOW” effects added to you enhance your Wedding Experience by checking off the boxes below. Please refer to the Frequently Asked Questions Page for any specific questions associated with these items.

1. **Punch Bowl** – C Hotel’s Authentic Blend (non-alcoholic)
2. **Club Lighting** – Activate a Spectacular Visual Display for your Ballroom (\$295.00 + HST)
3. **Ice Sculptures** – Ice sculpture designs, select from a number of unique options including “Personalize names, Logo’s and many more. (From \$450.00 +HST)
4. **Master Violinist, Grenville Pinto** - Be mesmerized as this violin virtuoso plays the best of Coldplay, Michael Jackson, and GNR, as well as traditional classics. Grenville always entertains his audiences and leaves them spellbound. (From \$750 + HST)
5. **Chocolate Fountain** – Willy Wonka would be proud of our multi-tier display of free flowing milk chocolate.
 - Petite Fountain (\$195.00 + HST)
 - Dipping items of strawberries, rice crispy treats, marshmallows and more sweet goodies. (\$2.95 pp)
6. **Cupcake Display** – Enjoy some delicious homemade cupcakes, many varieties to choose from. (\$3.50pp + HST)
7. **Candy Buffet**- An assortment of Swedish berries, jujubes, sour keys, fuzzy peaches, gummy worms and more with small brown bags to bring out the kid in everyone. (\$3.50 pp + HST)
8. **Burger Bar** – The late night crowd’s favorites including mini burgers, fresh mini buns, all the fixings including bacon, cheese, onions, relish, mustard, ketchup and many more. Complete your burgers with curly fries and onion rings (\$4.95 pp + HST)
9. **Poutine Bar** – Fresh Cut French Fries with Cheese Curds and Gravy

*“I would rather fight with you
than make love to anyone else.”
- The Wedding Date*

LIMO ITINERARY FORM

Please complete all relevant information and **FAX A COPLETED COPY TO 905-574-1480** or scan & email to sfigueroa@carmens.com . If your Limo is included in your package, a contract must be signed at the same time as the wedding contract and **Due 2 weeks before the wedding with ALL INFO COMPLETE.**

If you have any questions you may wish to ask our Limousine Manager, just email her at sfigueroa@carmens.com some questions may have already answered in our Frequently Asked Question section, please refer to Frequently Asked Questions for further information regarding Carmen's Limousine services.

I would like to book C Hotel's Limo for my Wedding Date: _____

Wedding Date: _____

Bride's Name: _____

Groom's Name: _____

Most Accessible Contact Number (& Who's): _____

PICK UP DETAILS

The Church / Ceremony Location: _____

Address: _____

Nearest Main Intersection: _____

Location of Pictures: _____

Address: _____

Poor Weather Back-Up Picture Location: _____

Late Night Pickup Drop Off Location (extra fee applies)

: _____

PICK UP SCHEDULE

Time	Location	# of Passengers	Drop Off Location

DJ WEDDING FORM

Please complete all relevant information and **FAX A COPLETED COPY TO 905-574-1480 / 905-381-9888** or scan & email to carmensdjservice@hotmail.com .
Due 2 weeks before the wedding.

If you have any questions you may wish to ask our DJ Manager, just email Todd at carmensdjservice@hotmail.com some questions may have already answered in our Frequently Asked Question section, please refer to Frequently Asked Questions for further information regarding C Hotel DJ services.

I would like to book C Hotel DJ for my Wedding Date: _____

Wedding Date: _____

Bride's Name: _____

Groom's Name: _____

Most Accessible Contact Number (& Who's): _____

C Hotel Ballroom: _____

BRIDE & GROOM FIRST DANCE SONG

Artist: _____ Title: _____

Dance to occur after Introduction or After Dinner: _____

SECOND SONG DANCE

Artist: _____ Title: _____

Who Dances: _____

THIRD SONG DANCE

Artist: _____ Title: _____

Who Dances: _____

BOUQUET SONG

Artist: _____ Title: _____

GARTER SONG

Artist: _____ Title: _____

Songs that Must be Played
(please include title & artist)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Wish List of Other Requests / Songs Not To Play
(Please include title & artist)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Carmen's DJ Services – Todd Gibson
carmensdjservice@hotmail.com 289-775-8480

MASTERS OF CEREMONIES PROGRAM

Please complete the following information and **FAX A COPLETED COPY TO** 905-381-9864 or scan & email to hwilliams@carmenshotel.com & carmensdjservice@hotmail.com
Due 2 weeks before the wedding.

INTRODUCTIONS

Who will be conducting the introduction of the wedding party? DJ/Band _____ MC _____

Please note the order of family members & bridal party members who will be introduced:

	Couple Name	Relation to Bride/Groom
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

FORMALITIES ORDER: GRACE, TOASTS, SPEECHES

Time for Speech/Toast	Who is Speaking	Length of Speech/Toast

SLIDE SHOW PRESENTATION DURING MEAL

Is there a Slide Show? (Yes or No) _____ Who is organizing/coordinating the slide show?

Disk Jockey Videographer Family Member Soundbox

Who is providing the screen/sound/projector? _____