



Reception and Banquet Pre-Event Planner

Event Coordinator: _____
 Event Coordinator Phone: _____
 Event Coordinator Email: _____

On-sight Event Contact Information		
Name	Phone:	Email:

Notes:

Event Information	
Approximate Guest Count	
Event Theme	
Insurance Requirements	

Notes:

Event Times		
	Start Time:	End Time:
Load In		
Exterior Doors		
Interior Doors		
Event Conclusion		
Load out:		
Setup Requirements		
Dance Floor 3x3 Sections	Size:	S M L
Riser 4x8 panels	Size:	S M L
Stage 4x8 panels	Size:	S M L

Notes:

Linen			
Table Cloth color	Ivory or White		
Napkin color			
Outside Providers			
Provider	Contact Name	Items	Set-up time
Linen			
DJ/Band			
Cake			
Florist			
Centerpieces			
Valet			

Notes:

Catering	
Hor d'oeuvres	Yes / No
Plated Dinner Add 20-25 min to salad/dinner start time for entrée delivery.	Yes / No
Buffet Dinner	Yes / No
Cash Bar	Yes / No
Hosted Bar (based upon consumption or hourly per guest)	Yes / No
Dessert Many plated & buffet events have preset dessert, in this case no time is necessary	Yes / No
Cake Table	Yes / No
Cake Cutting Service	Yes / No

Notes:
