

Planning Packet

Non-Wedding Events

Food Package Name & Selections Sheet with Menu Items Selected Checked Off

Bar Package Name & Selections Sheet with Menu Items Selected Checked Off

Food Guest Count:

Adults:

Children 4-12:

Children 0-3:

Bar Guest Count:

Adults, over 21:

Count of guests ages 4-18:

Point of Contact for Day Of:

Person (with phone number) designated to bring home gifts, décor or anything other property that belongs to you, upon completion of your event:

Please note: The venue is not liable for any client property left behind following an event.

If this is for a Rehearsal Dinner:

Will you have place cards and seating chart?

Will you need access to slide show?

Head table needed?

Applicable for any event:

Which Floor Plan Option would you like? Any special notes?

Is there anything timeline specific we need to note? Toasts, gift opening, cake cutting...

Will you provide your own printed menus for tables or food labels on buffet?

8.5x11" parchment paper menu is provided standard unless otherwise noted

Will you be bringing in your own music?

In-house speaker system available, client must provide a device with playlist or stations and proper hook-up cord (example usb cord)

Will you be bringing in your own centerpieces?

Will you need a gift or favor table?

Lounge seating for gift opening needed (mainly for showers)?

Will you need a sign in table?

Will you need a cake table?

Linen - do you want our standard 62" linen or floor length? (floor length - \$8-10/linen)

For offsite events:

Disposable plastic vs. real plates, silverware, napkins, glassware?

Disposable is included in the 10% equipment charge. Real must be rented at additional cost.

Will you provide tables (for food/bar/etc)? If so, please note locations in home? If you need us to provide, please confirm count.

Will you have your own linen for these tables, or will we provide?

Will you need ice if we're providing a bar?

Will you have garbage cans available?

Please also designate the location where you'll want garbage left on property.

Will you need us to provide chafers, platters, food serving equipment?

Will someone be at the location to meet us so we can get in for set-up? If not, how will we access entry?

Please make any other special notes we should record below.