Guidelines for your Special Event

Follow this guide as an aide to planning your special event

Event Date _____________________

Event Name _____________________________________________________________
(Smith-Jones Reception, Annual Employee Dinner, etc)

Contact _______________________

Contact Phone Number __________________________________________________
Address ____________________________
Email _______________________________

Est. Number of Guests _________

Event Start Time ________________ End Time _________________

Will your event include catering? Yes ______ No ______
If yes, what type of food service are you looking for?
Plated Meal ______ Bufet ______ Hors devours ______

Will you need table linens? Lunch ______ Brunch ______ Breakfast ______
Cloths _____ Skirts _____ Napkins _____ Snacks & Beverages ______ Beverages Only ______

What time would you like the meal served or the buffet set out? _______________________________
 Please list your top 5 facility preferences: 3) ______________________________________

1) __________________________________________ 4) ______________________________________

2) __________________________________________ 5) ______________________________________

Please check all technology setup and equipment you may need:

TV ____ Projection Playback ___
VCR ____ (circle: laptop, VHS, DVD)
DVD Player ___ Network Connection ___
CD Player ___ Sound System ___
Video/Audio Recording ___ Microphone ___
Laptop ___ (circle: lapel, wired, cordless)
Remote ___ Lighting ___
Screen ___ Piano ___
Standing Podium ___
Tabletop Podium ___
Flip Chart ___
Easel ___
Dry Erase Board ___
Chalkboard ___
(circle: LCD/Data, Slide, Overhead)
Guidelines for your Special Event
Follow this guide as an aide to planning your special event

Table Options:
Round (seats 6) ___ 6ft (seats 6) ___ 8ft (seats 8) ___ Conference (seats 2) ___ Cocktail ___

Room Setup Configurations:
These are some of our most common setup requests; however, we welcome your suggestions!

Square

U Shape

Theatre

*****

*****

*****

*****

*****

*****

*****

*****

*****

*****

*****

*****

Classroom

Fishbone

Rounds

Banquet

Cocktail