

Events

General Event Info	
Date:	Other Venue Needed:
Event Name:	Honeymoon Suite:
Contact Name:	Decorator:
Email:	Rehearsal:
Phone #:	Hotel Group Block Code:
Ballrooms:	Deposit:
Additional Details	
# of People:	Podium: <input type="checkbox"/> Yes <input type="checkbox"/> No
Set up:	Cord Mic: <input type="checkbox"/> Yes <input type="checkbox"/> No
Projector (+\$125): <input type="checkbox"/> Yes <input type="checkbox"/> No	Wireless Mic (+\$50): <input type="checkbox"/> Yes <input type="checkbox"/> No
Stage: <input type="checkbox"/> Yes <input type="checkbox"/> No	Screen (9' x 12'): <input type="checkbox"/> Yes <input type="checkbox"/> No
Stage Size (8' x 4'/piece):	Dance Floor: <input type="checkbox"/> Yes <input type="checkbox"/> No
Stage Location:	Dance Floor Location:
Type of Bar:	# of People at Head Table:
Head Table Raised: <input type="checkbox"/> Yes <input type="checkbox"/> No	Location of Head Table:
Cocktails If Applicable (\$20/hour/bartender)	
Starts:	# of Bars:
Ends:	Bar Type:
Location:	# of People:
Extras	
Registration Table: <input type="checkbox"/> Yes <input type="checkbox"/> No	Size:
Location of Reg. Table:	
Gift Table: <input type="checkbox"/> Yes <input type="checkbox"/> No	Size:

Location of Gift Table:	
Cake Table: <input type="checkbox"/> Yes <input type="checkbox"/> No	Size:
Location of Cake Table:	
Any Extra Tables: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type/Size/Location:
Napkin Special Order: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount & Color:
Entertainment	
DJ: <input type="checkbox"/> Yes <input type="checkbox"/> No	Band: <input type="checkbox"/> Yes <input type="checkbox"/> No
Other:	Does Band Need Stage: <input type="checkbox"/> Yes <input type="checkbox"/> No
Start Time:	
Dinner	
Buffet or Plated:	Time:
Dessert Action Station:	Other Action Station:
Location:	Allergies:
Special Requests:	
If Plated, Choices:	
Late Lunch	
Time:	Location:
Choices:	

- Gluten Free
- Nut Free
- Vegetarian
- Lactose Free

Notes:
