

Event Date _____ Need Layout?: _____

of Guests _____ Event Type: _____

Event Address _____

Renters Name(s) _____

Email Address _____

Phone # _____ Caterer?: _____

Tent size/needs

40x _____ 44x _____ 30x _____ 20x40 _____ 20x30 _____ 20x20 _____

Frames: 30x _____ 20x _____ Marquee (9x10 or 9x20) _____

Tables:

Rounds

Rectangles

_____ Seating _____

_____ Head Table _____ # of seats _____

_____ Sweetheart table _____

_____ Buffet _____

_____ Cake _____

_____ Drinks _____

_____ Bar _____

_____ DJ _____

_____ Other(guest book, gifts, etc) _____

Hightops _____ Farm Tables _____

Chairs:

Poly Folding _____ Garden Chairs _____ Wooden Chairs _____

Benches _____

Dance Floor:

_____ square feet or/dimensions

Stage:

_____ # of panels(4x8ft)

Lighting: Perimeter Lights Chandeliers Bistro String

Linens: New/Like New or Gently Used Special order color: _____

<u>Standard Length</u>	<u>Floor Length</u>	17"x17" Napkins
_____ 4' Rect.	_____	_____ White
_____ 6' Rect.	_____	Navy Hunter Green
_____ 8' Rect.	_____	Royal Purple
_____ 4' Round	_____	Special order color:
_____ 5' Round	_____	_____
_____ Hightops	_____	

Dishes

_____ 10" Dinner Plate
 _____ 9" Luncheon Plate
 _____ 7 1/4" Salad Plate
 _____ 6.5" Dessert Plate
 _____ 5" Dessert/bread and butter

Food Service style:

Buffet _____
 Sit down _____
 Family style _____

Silverware

_____ Fork
 _____ Salad Fork
 _____ Dinner Knives
 _____ Steak Knives
 _____ Spoons
 _____ Cake/Pie Servers
 _____ Cake Knives

_____ Water
 _____ Wine
 _____ Pint
 _____ Pilsner
 _____ Hi Balls/Collins
 _____ Rocks
 _____ Champagne
 _____ Coffee
 _____ Pitchers(Glass or Plastic)

Caterer needs:

___ Convection Oven ___ Proofer(warming oven) ___ Oval Serving Trays
 ___ Round Drink Trays ___ Tray Stands ___ Bussing Tubs ___ 150qt Cooler
 ___ Chafing dishes ___ 5 gal drink dispensers ___ 3 gal drink disp.
 ___ Salt and Pepper (filled) ___ Coffee Percolator (60 cup)