



Event Questionnaire

Please help us to serve you better by completing the questionnaire below as best you can at this point in your planning stages. We will be happy to assist you in making some of your selections.

Contact Information:

Name: _____ Phone: _____

Address: _____

Event Information:

Date of Event: _____ How many guests: _____

Location: _____ Indoor Outdoor

Type of Event:

Cocktail Party Dinner Reception Ceremony

Theme:

Elegant/Formal Casual
 Adirondack Casino Night Country Western Tropical Paradise Other _____

Tent:

You will need a tent for (check all that apply):

Ceremony Cocktail Reception Dinner Reception Caterer Other _____
 You will not need a tent.

To determine the appropriate tent size, please check all that will be included under your tent:

Dance Floor
 DJ Band (if so, how many pieces in band? _____)
 Cake Table Stage
 Bar(s) Buffet Dinner
 Lighting Served Dinner
 Heaters Reception Area
 Other _____



Event Questionnaire, cont.

Tables:

Check the type of table you would like to use for your event:

Check:	Table Size	# of People
<input type="checkbox"/>	4' Banquet	4
<input type="checkbox"/>	6' Banquet	6
<input type="checkbox"/>	8' Banquet	8-10
<input type="checkbox"/>	36" Round	4-5
<input type="checkbox"/>	48" Round	5-6
<input type="checkbox"/>	60" Round (most common table for receptions)	8-10
<input type="checkbox"/>	72" Round	10-12

Chairs:

- Natural Wood Folding Chair
- White Plastic
- White Wood Padded
- Chiavari (Gold, Fruitwood, White – circle one)

Linens:

- Tablelinen
- Napkins
- Chair Covers
- Chair Sash

Other:

Please check additional items that we might assist you with:

- China
- Flatware
- Glassware
- Catering Equipment
- Décor
- Other _____

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