

Event Planning Guide

Contact name(s): _____ E-mail: _____

Company name: _____ Est. # of guests: _____

Party name: _____ Event type: _____

Phone #: _____ Event date: _____ Inquiry date: _____

Fax #: _____ Event start time: _____

Mobile #: _____ Event end time: _____

Address: _____

Event location & address: _____

Room(s) you are interested in: _____

Set-up style: (see diagram page for options) _____

Guest table arrangements: _____

How will set-up/decorating be handled: _____

Head table:

Not needed
 Tablecloth
 Table skirting
at head table: _____
Location of table: _____

Linen colors:

Tablecloths

Napkins

Napkin fold style

Registration table:

Not needed
 Tablecloth
 Table skirting
of Chairs: _____
Location of table: _____

Gift table:

Not needed
 Tablecloth
 Table skirting
Location of table: _____

Punch table:

Not needed
 Rectangle
 Tablecloth
 Table skirting

Cake table:

Not needed
 Rectangle
 Round
 Tablecloth
 Table skirting

DJ table:

Not needed
 Tablecloth
 Table skirting
Location of table: _____

Punch bowl & cups
Location of table: _____

Cake plates & forks

Cake cutting & serving staff
Cake #: _____
Location of table: _____

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Morning refreshments: Not needed Beverages only Beverages & snacks Keep refreshed
 Serving time: _____

Afternoon refreshments: Not needed Beverages only Beverages & snacks Keep refreshed
 Serving time: _____

Evening refreshments: Not needed Beverages only Beverages & snacks Keep refreshed
 Serving time: _____

Breakfast: Not needed Plated Family style Buffet Same room Different room
 Serving time: from _____ to _____

Lunch: Not needed Plated Family style Buffet Hors D' Oeuvres Bar Same room Different room

Dinner: Not needed Plated Family style Buffet Hors D' Oeuvres Bar Same room Different room

Miscellaneous: Serving time: from _____ to _____ Serving time: from _____ to _____

Invitations and/or Accessory items

Pre-set coffee mug and saucer Set room with round tables Set room with rectangle tables
 # of people per table: _____

Drink station and/or Pre-set water/tea Full china or Disposables Soft drinks will be served Lights around table (Two tables max) Will JB's need to release the tables JB's centerpieces Special decorations # stands for tables Elevation for buffet
 Table # sequence: from _____ to _____
 Marquee to read: _____

Bar: None Yes with another company
 Beer Bottle Keg (Brand: _____)
 Wine Pre-set wine glasses on table Have wine glasses at bar Mixed drinks Champagne Bride & groom will have their own glasses Pre-set champagne flutes on table Have champagne flutes at bar
 Bar serving time: from _____ to _____
 Bar options: Hosted Cash Part hosted and/or part cash

Equipment/rental needs: (Example: hosted beer, but cash mixed drinks)

TV/DVD player Tables Hosted drinks: _____
 TV/VCR Chairs Cash drinks: _____

Video projector Tent

Screen Dance floor **Catering:**
 Tabletop podium/mic Size of dance floor: _____ **Location to go at the building:**
 Podium/mic Location of floor: _____ **(Main entrance, dock # and/or gate #)**
 Wireless mic Stage _____
 Overhead projector Size of stage: _____ **Location of event in the building:**
 Dry erase board Location of stage: _____ _____

___ **Easel**
___ **Flipchart/markers**
___ **Upright piano**

Other items: _____

No items needed: _____

(Floor #, elevator and/or stairs)

Contact person upon arrival

Contact persons phone # and ext.

Customer Initials

Date

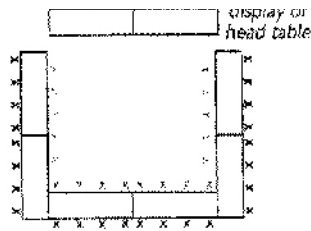
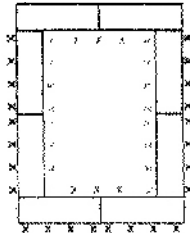
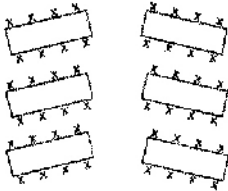
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REMEMBER...These are just a few options. We can set-up the tables any way you'd like!
Additional charges could apply based upon room and table set-up.
Room choice and number of guests may affect set up options.

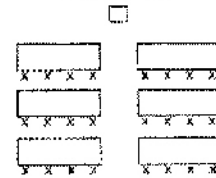
Rot
Seat



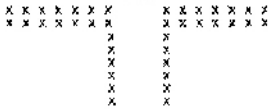
Head
Tables are angled in a row



Classroom

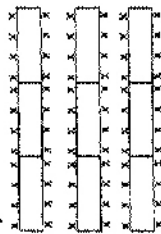


Theater



Depends on number of people. Center aisle should be wide enough for 2 people to walk side by side.

Banquet



Fan Shape

