

Event Date _____
Event Name _____

BANQUET ROOM INFORMATION

Room Needs

- Piano Arch Podium
- Microphone(s) amount _____
(1 or 2 at no charge, additional \$35 each)
- Lapel Microphone (\$35 each)
- Wireless Microphone (\$35 each)
- Easel CD Player DVD Player
- A V Cart (at podium) (in back of room)
- Digital Projection (includes one screen) (\$75)
- Additional Screen(s), amount _____ (\$35 each)
- Event Technician with Live Projection (\$75ph)
- Technician for all AV needs (\$75.00 per hour)
- Dance Area
- Platform
 - Leave to Floor Supervisor's Discretion
 - 4x8 (Used for Podium Only)
 - 4x16 4x24 4x32
 - 8x8 (Used for Head Table of 4)
 - 8x12 (Used for Head Table of 6)
 - 8x16 (Used for Head Table of 8)
 - 8x20 (Used for Head Table of 10)
 - 8x24 (Used for Head Table of 12)
 - 8x28 (Used for Head Table of 14)
 - 8x32 (Used for Head Table of 16)
 - 12x16 12x24 12x32
 - 16x20 16x24
 - Capital "T" Shaped
 - Lower Case "T" Shaped
- Customer Needs Floor Plan

Table Preference

- Round (seats 8)
- Long (seats 8)
- Head Table, amount of people _____
- Reserved V.I.P Table, amount of people _____
- Cake Table
 - Round
 - Square
 - Large Square
- Gift Table, amount _____
- Registration/Name Card, amount _____
- Chairs at Registration Table, amount _____
- Display Table, amount _____

Child Needs

- Boosters, amount needed _____
- Highchairs, amount needed _____

Decorating Needs

- Head and/or Cake Table Décor Lights
- Candle Lamps (used if no other center piece provided)
- Round Table Mirrors (additional \$1.00 each)
 - Large Size 12" Medium Size 10"
- Drape Backdrop
 - Burgundy Champagne

Table Cloth Color

- White
- Champagne

Napkin Color

- White
- Champagne
- Burgundy
- Forest Green
- Black
- Dusty Rose
- Pink
- Navy Blue
- Cadet Blue
- Sandalwood
- Peach
- Red
- Bronze
- Lemon Yellow
- Burnt Orange
- Pecan
- Lilac
- Purple
- Maize
- Light Blue
- Seafoam

Customer Providing

- Center Pieces
- DJ
- Guest Speaker
- Entertainment
- Sound System
- Personal Cake Knife Set

Information Still Needed

Please keep in mind that we need your final count 10 days prior to your banquet (amount of adults, children 4-10 and children 3 and under).

Payment Information

- Tax Exempt- Form received in advance
 - Payment after event
 - Payment by Receipt of Invoice (prior arrangement)
- Billing Address: _____

Contact Information

Phone: _____
Cell Phone Number: _____
Fax Number: _____
Email: _____