



## PRELIMINARY EVENT WORKSHEET

Type of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Room event will be held in: \_\_\_\_\_ Gallery Banquet Room  
\_\_\_\_\_ Patio Coffee Shop  
\_\_\_\_\_ Three Coins Dining Room

Requested room set-up time: \_\_\_\_\_

Time of Event: Start: \_\_\_\_\_ End time: \_\_\_\_\_

Number of Guests Estimate: \_\_\_\_\_

Social time/Arrival invite time: \_\_\_\_\_

Time meal is to be served: \_\_\_\_\_

Type of Meal: \_\_\_\_\_ Buffet \_\_\_\_\_ Plated \_\_\_\_\_ Hors d'oeuvres Only

Date deposit paid: \_\_\_\_\_

Lodging Needs: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

email: \_\_\_\_\_

cell phone: \_\_\_\_\_ home phone: \_\_\_\_\_

Best time to reach: \_\_\_\_\_