

Informational Set Up Document for L.C's Venue Staff

This document is due 30 days prior to the event date. Help us help you in creating a flawless experience at L.C's Venue!

Event Information:

Event Description: _____ Date of Event: _____

Timeframe of guests present at event: _____ Any before/after timeframes: _____

Host Name: _____ Host's cell phone number: _____

Number of guests: _____ Number of tables with 10 chairs: _____

Caterer information:

_____ No caterer

Caterer: _____ Caterer's contact number: _____

Service time: _____ Banquet style _____ Plated Service _____

Beverage Information:

_____ Soda package

_____ Cash bar (guest charge)

_____ No bartender needed

_____ Host paid bar tab (or alternative individual covering bar tab) Name: _____

Cell phone number: _____

_____ Ticket bar (how many tickets for purchase _____)

Entertainment information:

_____ No entertainment

Entertainment: _____ Entertainment's contact number: _____

Entertainment's timeframe: _____

Check if you would like: _____ Microphone set up _____ Projector set up _____ Transition table/chairs lay out

Décor information:

Décor purchased through L.C's Venue: _____

Any Décor purchased through another vendor: (Name of vendor, type of service):

Itinerary Information (share details including happy hour, dinner service, speeches, special dances, cake service ect):

Initial: _____

Any additional information you would like the event staff to know:

Initial: _____