



EVENT CHECKLIST

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Event Coordinator/Contact Person	
Available Dates	
Room Size	
Number of Guest	
Description of Event	
Event Theme/Style	
Budget/Payment Schedule	
Catering Options	
Preferred Vendor List	
Gratuities	
Aduio/Visual Needs (TV, Mic, Phone)	
Policies (Cancellation/Liquor/Decor)	
Parking	