



## Event Inquiry Form

### General Information

COMPANY/ORGANIZATION NAME: \_\_\_\_\_

CONTACT #1 FULL NAME: \_\_\_\_\_

MAILING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE: (DAY): \_\_\_\_\_ (CELLULAR): \_\_\_\_\_

EMAIL(S): \_\_\_\_\_

### Event Information

DESIRED DATE (D/M/Y): \_\_\_\_\_

ALTERNATIVE DATE (D/M/Y): \_\_\_\_\_

EXPECTED NUMBER OF GUESTS: \_\_\_\_\_

FOR WEDDINGS:

PACKAGE OR A LA CARTE PREFERENCE: \_\_\_\_\_

WEDDING COORDINATOR: \_\_\_\_\_

(PLEASE NOTE THAT A WEDDING PLANNER OR DESIGNATED POINT PERSON IS REQUIRED FOR WEDDINGS OF 30 PERSONS OR MORE)

### Preferred Venue, Times, Set-Up, Vendor and F&B

EVENT #1 TYPE (SELECT ONE):

MEETING  BREAKFAST  LUNCHEON  COCKTAIL RECEPTION  DINNER  WEDDING CEREMONY

TIME: \_\_\_\_\_

VENUE: \_\_\_\_\_

SET UP (SELECT ONE):

CONFERENCE  CLASSROOM  THEATRE  BANQUET ROUND  BANQUET LONG

U-SHAPE  HOLLOW SQUARE  COCKTAIL  CRESCENT

SEATING CONFIGURATION (IF APPLICABLE): \_\_\_\_\_  
(I.E. 1 HEAD TABLE, 5 TABLES OF 10, 3 TABLES OF 8, ETC.)

A/V: \_\_\_\_\_

FLORAL: \_\_\_\_\_

MUSIC/ENTERTAINMENT: \_\_\_\_\_

DECOR: \_\_\_\_\_

PHOTOGRAPHER/VIDEOGRAPHER: \_\_\_\_\_

OTHER: \_\_\_\_\_

### EVENT #1 FOOD & BEVERAGE:

HAND PASSED CANAPÉS: \_\_\_\_\_

MENU PREFERENCE: \_\_\_\_\_

SPECIALTY CAKE: \_\_\_\_\_

BAR (OPEN, CASH OR CONSUMPTION?): \_\_\_\_\_

**EVENT #2 TYPE (SELECT ONE):**

MEETING  BREAKFAST  LUNCHEON  COCKTAIL RECEPTION  DINNER  WEDDING CEREMONY

TIME: \_\_\_\_\_

VENUE: \_\_\_\_\_

**SET UP (SELECT ONE):**

CONFERENCE  CLASSROOM  THEATRE  BANQUET ROUND  BANQUET LONG  
 U-SHAPE  HOLLOW SQUARE  COCKTAIL  CRESCENT

SEATING CONFIGURATION (IF APPLICABLE): \_\_\_\_\_  
(I.E. 1 HEAD TABLE, 5 TABLES OF 10, 3 TABLES OF 8, ETC.)

A/V: \_\_\_\_\_

FLORAL: \_\_\_\_\_

MUSIC/ENTERTAINMENT: \_\_\_\_\_

DECOR: \_\_\_\_\_

PHOTOGRAPHER/VIDEOGRAPHER: \_\_\_\_\_

OTHER: \_\_\_\_\_

**EVENT #2 FOOD & BEVERAGE:**

HAND PASSED CANAPÉS: \_\_\_\_\_

MENU PREFERENCE: \_\_\_\_\_

SPECIALTY CAKE: \_\_\_\_\_

BAR (OPEN, CASH OR CONSUMPTION?): \_\_\_\_\_

**EVENT #3 TYPE (SELECT ONE):**

MEETING  BREAKFAST  LUNCHEON  COCKTAIL RECEPTION  DINNER  WEDDING CEREMONY

TIME: \_\_\_\_\_

VENUE: \_\_\_\_\_

**SET UP (SELECT ONE):**

CONFERENCE  CLASSROOM  THEATRE  BANQUET ROUND  BANQUET LONG  
 U-SHAPE  HOLLOW SQUARE  COCKTAIL  CRESCENT

SEATING CONFIGURATION (IF APPLICABLE): \_\_\_\_\_  
(I.E. 1 HEAD TABLE, 5 TABLES OF 10, 3 TABLES OF 8, ETC.)

A/V: \_\_\_\_\_

FLORAL: \_\_\_\_\_

MUSIC/ENTERTAINMENT: \_\_\_\_\_

DECOR: \_\_\_\_\_

PHOTOGRAPHER/VIDEOGRAPHER: \_\_\_\_\_

OTHER: \_\_\_\_\_

**EVENT #3 FOOD & BEVERAGE:**

HAND PASSED CANAPÉS: \_\_\_\_\_

MENU PREFERENCE: \_\_\_\_\_

SPECIALTY CAKE: \_\_\_\_\_

BAR (OPEN, CASH OR CONSUMPTION?): \_\_\_\_\_