



Event Planning Sheet

Today's Date \_\_\_\_\_

Client's Name \_\_\_\_\_

Event Date \_\_\_\_\_

Event Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_ Cell Number \_\_\_\_\_

Inspection Date \_\_\_\_\_

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

Wedding    Anniversary    Party    Corporate Function

Ceremony    Reception    Dinner    Dance    Sit-down    Buffet    Cocktail

Number of Guest \_\_\_\_\_

Setting Required \_\_\_\_\_

Head Table Number of people at Head Table \_\_\_\_\_

Buffet Table \_\_\_\_\_ DJ Table \_\_\_\_\_

Dance Floor \_\_\_\_\_ Bar \_\_\_\_\_

Other \_\_\_\_\_

Cocktail Party \_\_\_\_\_ Number of guests to be seated \_\_\_\_\_

Ceremony Number of Guests \_\_\_\_\_ Plus aisle and ceremony space \_\_\_\_\_

Do they have a large property \_\_\_\_\_

What type of surface is the tent going on \_\_\_\_\_

What is the distance form the trucks to the tent site \_\_\_\_\_

Extra notes: