

# Special Events

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

Chairperson \_\_\_\_\_ Contact# \_\_\_\_\_

Committee \_\_\_\_\_

Number of guests \_\_\_\_\_ Charge per person \_\_\_\_\_ adjust price? \_\_\_\_\_

Menu \_\_\_\_\_

Table tents saved/ Yes \_\_\_\_\_ No \_\_\_\_\_

Are any of the decorations available for reuse? Storage location:

Notes:

Copy of poster would be helpful.

Number of tables used \_\_\_\_\_ Seats per table \_\_\_\_\_

Food tables: Number \_\_\_\_\_

Location \_\_\_\_\_

Food purchased at: \_\_\_\_\_

Item	# of Units (pounds, pkg, boxes)	Approx. Cost per unit


**Total food expenses** \_\_\_\_\_

**Non-food expenses** \_\_\_\_\_

**Items required from # 10 room**

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**Beer and/or wine purchased: Wine :# \_\_\_\_\_ red \_\_\_\_\_ box / bottles**  
**# \_\_\_\_\_ white \_\_\_\_\_ box / bottles Brand \_\_\_\_\_**

**Beer: Kegs \_\_\_\_\_ cases \_\_\_\_\_ # regular \_\_\_\_\_ # Lt beer \_\_\_\_\_**

**Number of helpers suggested \_\_\_\_\_**

**Notes & things to remember, change. Attach diagrams, lists, copies of notes, etc.**

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**We encourage you to complete a form so we have a summary of your event for future reference.**