



**Direct Contact Information:**

Name \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Est. Guest Count: \_\_\_\_\_

*Updated:*

## Timeline and Day Of

Event Date:

Event Time:

Event Location:

Cocktail hour begins at:

First Course begins at:

Dessert begins at:

Bar closes:

Event end time:

Addition Planners Information:

Name \_\_\_\_\_

Phone Number- \_\_\_\_\_

Email Address- \_\_\_\_\_

Staff Arrival Time & Quantity:

Chef Attendants

Server

Bartenders

Dishwashers

Barback

ALCOHOL LIST- ATTACH ALCOHOL LIST. HAVE A SPECIALTY DRINK ATTACH RECIPE.

\*\*PLEASE NOTE TIPTOP STAFFING DO NOT SUPPLY OR DELIVER ALCOHOL.

CATERER- ATTACH MENU

Contact Info:

Email info:

Arrival time:

RENTAL- ATTACH RENTAL LIST

Contact Info:

Email info:

Arrival time:

TABLES-

SIZE-

AMOUNT-

LINENS

COLOR -

SIZE-

AMOUNT-

DJ/BAND

Musician/s:

Contact Info:

Email info:

Arrival time:

PHOTOGRAPHER

Contact Info:

Email info:

Arrival time:

FLORIST

Contact Info:

Email info:

Arrival time:

DESIGN-

Contact Info:

Email info:

Arrival time:

\*\*\* Please attach any documents or pictures of how you want your event to look like.



*TipTop Staffing*