THE

WELLNESS LOUNGE

BY SUITE SPA LOS ANGELES



EVENT PLANNER WORKSHEET

Let's create a restorative experience your guests will love.

THE GUEST EXPERIENCE

CHOOSE YOUR RESET

SEATED SHOULDER MASSAGE

Release tension and ease stress in the shoulders, neck and upper back.

HAND MASSAGE + HYDRATION

Soothing massage with a hydrating treatment and warm towel finish.

CAPACITY GUIDE

Recommended guest capacity based on event duration.

2 HOURS	3 HOURS	CUSTOM DURATION
Ideal for 20-40 guests	Ideal for 40-60 guests	Larger gatherings based on event needs.

Additional therapist stations available for expanded capacity. Expanded resource allocation may apply beyond 40 guests.

SPACE & SETUP

The Wellness Lounge can be adapted for various indoor or outdoor events. Standard setups require approximately a 10 x 10 ft space, and can be customized based on your venue and guest flow.

Standard power access is preferred.

YOUR GUESTS WILL BE CARED FOR.
YOU FEEL SUPPORTED.

RESERVATIONS, CORPORATE SPONSORSHIPS, OR B2B QUESTIONS?

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1 EVENT DETAILS

(Download Fillable PDF)

Event Name: _____ Event Date: _____

Organization / Company: _____

Event Coordinator: _____

Email: _____ Phone: _____

Venue: _____

Venue Address: _____

Expected Attendance: _____ Contact Person: _____

2 WHAT KIND OF EVENT ARE YOU PLANNING?

- ☐ Member Luncheon
- ☐ Brand Activation
- ☐ Fundraiser / Gala
- ☐ Launch Event
- ☐ VIP Hospitality Lounge
- ☐ Conference / Expo
- ☐ Community Event
- ☐ *Other:* _____

What is the purpose, theme, or goal of your event?

_____

_____

3 WHERE SHOULD THE WELLNESS LOUNGE FIT?

- ☐ **Pre-Event Reset**
  Welcome guests and set a positive tone.
- ☐ **Intra-Event Reset**
  Create a wellness break during the event.
- ☐ **Post-Event Recharge**
  Help guests unwind and end on a high note.
- ☐ **All-Day Wellness Lounge**
  Keep the lounge available throughout the event.
- ☐ **Staff / Crew Reset**
  A behind-the-scenes wellness experience.
- ☐ *Other:* _____

4 BUILD MY WELLNESS LOUNGE

How long would you like the Wellness Lounge to run?

- ☐ 2 Hours (20-40 guests)
- ☐ 3 Hours (40-60 guests)
- ☐ Custom Duration
- ☐ *Not Sure Yet*

Estimated guest count: _____

Where will the activation be located?

- ☐ Indoors
- ☐ Outdoors
- ☐ TBD

Do you have a preferred setup?

- ☐ Massage table stations
- ☐ Premium lounge chair stations
- ☐ A mix of both
- ☐ No preference

5 ADDITIONAL INFORMATION

Is there anything else we should know about your event or guests (e.g., accesibility needs, specific requests, sponsor integration, etc.)

_____

_____