

RENTER DAY OF EVENT TIMELINE

Due 30 Days Before Your Event

RETURN 30 DAYS PRIOR TO YOUR EVENT. FAILURE TO DO SO MAY IMPEDE THE PROCESS OF EVENT.

NAME OF RENTER _____ PHONE NUMBER _____

DATE OF EVENT _____ HOW MANY GUESTS DO YOU HAVE ATTENDING _____

DOORS OPEN ON THE DAY OF EVENT FOR SET-UP AT 6:00 AM. _____

VENDORS MUST SET-UP BY 2:00 PM AND HAVE DOORS CLOSED

HAVE YOU RENTED OTHER CHAIRS YES OR NO (YOUR RENTAL COMPANY MUST MOVE OUR CHAIRS.)

WHAT TIME DOES PARTY BEGIN _____ WHAT TIME DOES PARTY END _____

WHAT TIME DOES ALCOHOL BAR OPEN _____ WHAT TIME DOES BAR CLOSE _____

WHAT TIME IS DINNER SERVED _____

ARE YOU USING REAL CHINA PLATES? YES OR NO *If You use China plates you will need more help!*

RENTER IS RESPONSIBLE TO GET TRASH ATTENDANTS CLEANING HELP Call Deny's Crew 317-340-3450

WHAT TIME ARE YOUR TRASH ATTENDANTS IN _____ OUT TIME _____ 1 HOUR AFTER EVENT

WHO IS YOUR CATERER _____

WHO IS YOUR DECORATOR _____

BAR, BAND, DJ'S , SHOT CARTS, PHOTO BOOTH END 1/2 HOUR BEFORE PARTY END TIME.

ALL ALCOHOL IS SERVED FROM THE GRAND HALL BAR, NO SELF-SERVE.

NUMBER OF RECTANGLE TABLES # _____

NUMBER OF ROUND TABLES # _____ **NUMBER OF CHAIRS PER TABLE#** _____

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