

RENTER DAY OF EVENT TIMELINE

NAME OF RENTER _____ PHONE NUMBER? _____

If you do not return this 20 day prior to your event

you will have to set your tables and chairs yourself!

DATE AND DAY OF EVENT? _____

WHAT TIME DOES DECORATOR ARRIVE? _____

NAME OF DECORATOR: _____ PHONE NUMBER: _____

WHAT TIME DOORS OPEN DAY OF EVENT? _____

HOW MANY GUESTS DO YOU HAVE ATTENDING? _____

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? _____

WHAT TIME ARE THE BUSSERS IN? _____ OUT TIME? _____ 1 HOUR AFTER EVENT END TIME!

HOW MANY BUSSERS DO YOU HAVE? _____

ARE YOUR VENDORS REGISTERED VIA OUR WEBSITE? YES / NO All Vendors must register or will not enter the hall!

BAR, BAND, DJ'S, PHOTO BOOTH , LIGHT DANCE FLOOR: All END 1/2 HOUR BEFORE PARTY END TIME.

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