

RENTER DAY OF EVENT TIMELINE

RETURN 30 DAYS PRIOR TO YOUR EVENT. FAILURE TO DO SO MAY IMPEDE THE PROCESS OF THE EVENT.
YOU MUST ANSWER ALL 15 QUESTIONS.

NAME OF RENTER _____ PHONE NUMBER _____

DATE OF EVENT _____ DAY OF EVENT _____

HOW MANY GUESTS DO YOU HAVE ATTENDING _____

WHAT TIME DOORS OPEN FOR SET UP ON DAY OF EVENT? _____

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

2. WHAT TIME DOES GUEST PARTY BEGIN _____ WHAT TIME DOES PARTY END _____

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

4. WHAT TIME IS DINNER SERVED _____

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

6. WHAT TIME ARE TABLE BUSSERS IN? _____ OUT TIME? _____

MANDATORY CALL STEVEN 347-822-4696 OR DENY 317-340-3450 TO MAKE ARRANGEMENTS.

7. WHO IS YOUR CATERER _____

8. WHO IS YOUR DECORATOR _____ **MUST BE IN GOOD STANDING.**

9. DO YOU HAVE A RENTED DANCE FLOOR? YES OR NO WHO IS IT?

10. DO YOU HAVE A BAND? YES OR NO

11. DID YOU PAY US FOR AV SERVICE YES OR NO? IF NOT PAID YOU WILL NOT HAVE THE AV SERVICE

12. NUMBER OF RECTANGLE TABLES # 13. NUMBER OF ROUND TABLES #

14. NUMBER OF CHAIRS PER TABLE# 15. NUMBER OF HIGH-TOPS MAX. 6

YOU WILL BE PROVIDED THE POLICIES IN AN ATTACHMENT. PLEASE REVIEW THEM CAREFULLY.

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