

Event Logistics Questionnaire – Cypress Inn Pavilion

Client & Event Info

1. Client Name:

2. Organization/Company Name (if applicable):

3. Phone Number:

4. Email Address:

5. Event Name/Type (e.g., wedding, fundraiser, corporate dinner):

6. Event Date(s):

7. Estimated Guest Count:

8. Day-of Contact Name & Role (if different from client):

9. Day-of Contact Phone Number:

10. Coordinator or Planner Name (if applicable):

11. Coordinator or Planner Phone Number:

Timeline & Schedule

12. Event Start Time:

13. Event End Time (Events must end by 1:30 AM):

14. Guest Arrival Time:

15. Setup Start Time (Include earliest vendor arrival time):

16. Tear Down Completion Time (Must be same day unless approved):

17. Scheduled Activities (e.g., ceremony, speeches, slideshow):

18. Vendors & Arrival Times (e.g., DJ, florist, photographer):

Layout & Floorplan

19. Do you have a floorplan or layout already?

- ☐ Yes (Attach or upload)
- ☐ No

20. Table Configuration Preferences (Included with rental; linens not included):

21. Estimated Number of Each Table Needed:

- Round:
- Rectangular:
- Cocktail:

22. Chair Type/Count Requested (Included inventory):

- ☐ Gold Metal Chairs (180 available)
- ☐ Wooden Folding Chairs (150 available)
- Total Chairs Needed:

23. Special Seating Requests (e.g., head table, accessibility needs):

Linens & Rentals

24. Will you be renting linens through us?

- ☐ Yes
- ☐ No

25. Linen Details:

- Color Preferences:
- Sizes Needed:
- Napkins or Runners:

26. Additional Rentals Needed (e.g., arches, backdrops, cocktail lounge furniture):

Decor & Setup Guidelines

27. Do you plan to bring your own decorations?

- ☐ Yes
- ☐ No

(Reminder: No staples, nails, tape, or tacks may be used on any pavilion structures.
Candles must be floating or placed in hurricane containers.)

28. Describe any large-scale décor installations (e.g., chandeliers, draping, arches):

AV & Tech

29. Will you need any of the following?

- ☐ Microphones
- ☐ Podium
- ☐ House Sound System
- ☐ Projector or TV Display
- ☐ Wi-Fi

Notes on AV setup:

Projector and TVs display the same image from a single HDMI source. You must provide your own laptop with an HDMI output.

30. Entertainment Plans:

- ☐ DJ
- ☐ Band
- ☐ Playlist with speaker hookup

(Entertainment must be approved in advance.)

31. Additional AV Needs (e.g., livestreaming, extra equipment you're bringing):

Bar Service

32. Will you be using our in-house bar services?

- ☐ Yes (Required for alcohol service — outside alcohol is prohibited)
- ☐ No

33. What type of bar will you be offering?

- ☐ Cash Bar (Guests pay per drink)
- ☐ Open Bar (Host covers all drinks)

34. If you selected Open Bar, what would you like to include?

- ☐ Beer & Wine Only
- ☐ Standard House Beer, Wine & Spirits
- ☐ Include Top Shelf Liquor

35. Bar Hours of Operation:

36. Alcohol Preferences or Notes:

(Bar includes bartender and plastic servingware.)

Security & Permits

37. Do you anticipate needing security for your event?

(Security may be required for certain events based on guest count, alcohol service, or other factors. If needed, security is available through the venue for \$300.)

- ☐ Yes
- ☐ No
- ☐ Not Sure — let's discuss

38. Will any of your vendors be providing services on-site (e.g., DJ, rentals, planner, etc.)?

- ☐ Yes

- ☐ No

If yes, some vendors may be required to provide a Certificate of Insurance (COI) naming Cypress Inn Pavilion as additionally insured.

Please list any on-site vendors you plan to use:

Additional Notes

39. Are there any religious, cultural, or ceremonial traditions to consider?

40. Any additional questions, concerns, or requests?

Upload or attach any floorplans, documents, or vendor lists: