



Event Planner

Event Date _____

Booking Contact _____

Day Time Phone Number _____ Cell Phone _____

Email Address _____

Host/Hostess/Site Contact _____

Day Time Phone Number _____ Cell Phone _____

Email Address _____

Secondary Host _____

Phone Number _____ Cell Phone _____

Email Address _____

Venue /Event Location _____

Venue Address _____

Contact Name _____

Phone Number _____

Email Address _____



Event Time Line

Guests Arrival _____

Hors d'oeuvres Display _____

Hand Passed Hors d'oeuvres _____

Bar or Beverage Service _____

Dinner/Stations _____

Coffee Station/Dessert _____

Formalities

(by whom and when)

Announcements, toast, program, grace



How many guests will you be inviting?

What is the maximum capacity (seating and standing) of the venue?

Is there a need for rental? If so would you like Tasteful Connections to determine the needs, order and set it up?

Will you be using any disposableware? If so, would you like designer or special colors/pattern?

Do guest tables need to be set? If so, would you like Tasteful Connections to set them?

Are there favors? If so where will they be placed and who will place them?

Is there special décor? If so who will decorate?

Are there centerpieces? Would you like Tasteful Connections to place them on the tables?

What are the centerpieces (floral, candles, etc.)?

Are there other items to be placed on the guest tables (favors, cameras, candles, table numbers, etc.)? If so, would you like Tasteful Connections to place them?

Is there a champagne toast?

Who will pour the champagne? What time does it need to be poured by?

Who is responsible for coordinating the champagne toast and pour?

Is there a bar?

Who is providing the alcohol?

Who is providing the bar set up (ice, cups, garnishes etc.)?

Is the bartender contracted?

Is anyone under 21 invited?

Would you like Tasteful Connections to handle the final clean up?

If equipment is left on site, who is responsible for retrieving/returning it and when?

By whom and when will linen be removed?

Would you like the catering staff to stay until all the guests have departed?

Would you like Tasteful Connections to remove the trash? If not, who is responsible for removal?

One Whipple LaneRochester, NY 14622 Phone - 585-467-4400 Fax 585-467-6257

www.TastefulConnections.com



Vendor List

Rental Company

Contact _____

Phone Number _____

Cell Phone Number _____

Email Address _____

Reception Venue

Contact _____

Phone Number _____

Cell Phone Number _____

Email Address _____

Photographer

Contact _____

Phone Number _____

Cell Phone Number _____

Email Address _____

Florist

Contact _____

Phone Number _____

Cell Phone Number _____

Email Address _____

Cake/Bakery

Contact _____

Phone Number _____

Cell Phone Number _____

Email Address _____

DJ

Contact _____

Phone Number _____

Cell Phone Number _____

Email Address _____



Vendor List

Videographer

Contact _____

Phone Number _____

Cell Phone Number _____

Email Address _____

Band/Musicians

Contact _____

Phone Number _____

Cell Phone Number _____

Email Address _____

Ceremony Venue

Contact _____

Phone Number _____

Cell Phone Number _____

Email Address _____

Bar Service/Bartender

Contact _____

Phone Number _____

Cell Phone Number _____

Email Address _____

Contact _____

Phone Number _____

Cell Phone Number _____

Email Address _____

Contact _____

Phone Number _____

Cell Phone Number _____

Email Address _____