

**Meeting Planning Guide**

**Name of Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event date**: \_\_\_/\_\_\_/\_\_\_ **Time of Event**: \_\_\_\_\_\_\_\_\_

**Number of Guests**: #\_\_\_\_\_\_\_\_\_ **Gallery:** \_\_\_\_\_\_\_\_\_

**Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On Site Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Offsite \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Banquet Needs:** *(Set up Requirements)*

**U-Shape \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conference Style**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**½ Moon Rounds**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Classroom Style\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rounds of 8\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Display \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Registration Table with (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) and Wastebasket**

**Material Table \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Podium \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Break Table \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** How Many\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Buffet Table\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** How Many\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_Hors d’oeuvre station \_\_Dessert station

\_\_Cocktail table(s) #\_\_\_\_ \_\_Coffee station \_\_Additional tables

**Stage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Stage Items\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Speaker / Display Table\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Audio / Visual Needs:**

**Screen\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LCD Projector\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sound Cord\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** How Many\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Flip Chart with Markers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** How Many\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cordless Microphone**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How Many\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lavaliere Microphone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** How Many\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wireless Microphone** How Many\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Extension Cord**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How Many\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Speaker Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TV / DVD Player\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Power Cord \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AV Cart \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tablecloths:** White Ivory Black

**Napkins:** White Ivory Black Red Burgundy Purple Royal Blue Teal Forest Green Sandalwood Gold Brown Navy Blue

**Napkin fold:** In glass Rolled Tentfold Bookfold

**Rounds of:** \_\_\_8 \_\_\_9 \_\_\_10

**Reserve tables:** Y / N #\_\_\_\_ WCC Reserve signs? Y / N

**Hotel Needs:**

**# of Rooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Single/Double \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hotel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check-In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check-Out \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Individual or Rooming List \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rooming List Due By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Catering:**

**Water Glasses on Tables** Y / N **Water Station** Y / N

**Coffee on Tables** Y / N **Coffee Station** Y / N

**Morning Break Items** Y / N **If yes** (choose one): Buffet or Served \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_

**Breakfast**: Y / N **If yes** (choose one): Buffet or Served

Breakfast Items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Refresh Break Items \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Time\_\_\_\_\_\_\_\_\_\_\_\_

**Lunch:** Y / N **If yes** (choose one): Buffet or Served

**Salad**: mixed dressing(s) on the table

Plated Family Style

**Entrée(s)**: (Multiple entrée options require place cards) Plated or Buffet

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Starch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vegetable(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kid’s meals**: Y / N (Chicken strips and Fries or Mashed Potatoes)

**Vendor meals:** Y / N

**Buffet**: WCC releasing Kid’s going through buffet Head Table: Served or Buffet

**Special dietary requests:** GF DF Vegetarian Vegan Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dessert** Y / N **If yes** (choose one): Buffet or Served

**Dessert Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Beverages:**

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_Gallons

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_Gallons

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_Gallons

Soda Y / N How Many\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_

**Afternoon Break Items** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_\_\_\_

**Hors d’oeurves**? Y / N **If yes** (choose one): Buffet Butler Passed Both

Hors d’oeuvres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dinner:** Y / N **If yes** (choose one): Buffet or Served or Family Style

**Salad**: mixed dressing(s) on the table

Plated Family Style

**Entrée(s)**: (Multiple entrée options require place cards) Plated or Buffet

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Starch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vegetable(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kid’s meals**: Y / N (Chicken strips and Fries or Mashed Potatoes)

**Vendor meals:** Y / N

**Buffet**: WCC releasing Kid’s going through buffet Head Table: Served or Buffet

**Special dietary requests:** GF DF Vegetarian Vegan Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dessert** Y / N **If yes** (choose one): Buffet or Served

**Dessert Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Beverages:**

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_Gallons

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_Gallons

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_Gallons

Soda Y / N How Many\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_

**BAR:**

**Atrium** or **Porta Bar Atrium Gate from** \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

**Gallery Window(s) from** \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

**Beer & Wine Station**\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

**Cash Bar** or **Hosted Bar**

**$ Hosted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Hosted Beverages*:**

**Kegs** Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Kegs: \_\_\_\_\_\_ On reserve: \_\_\_\_\_\_

Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Kegs: \_\_\_\_\_\_ On reserve: \_\_\_\_\_\_

Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Kegs: \_\_\_\_\_\_ On reserve: \_\_\_\_\_\_

**Wine** Bringing in Own Purchasing from WCC

Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Bottles/Boxes: \_\_\_\_\_\_\_

Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Bottles/Boxes: \_\_\_\_\_\_\_

**Champagne** (includes champagne flutes) # of Bottles: \_\_\_\_\_\_\_

At Tables or At Bar or Butlered

**Drink tickets #\_\_\_\_\_\_\_**

**Bar notes**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Requests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payment Method\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**