



CELEBRATIONS
EVENT CENTER

Event name _____ Date _____

Number of guests _____ Number of tables _____

Open or closed by the fireplace

How many seats at head table _____.

Drinks for head table champagne, wine, or beer _____

Date and time you want to decorate _____

Note: You are allowed 2 hrs for decorating the day before the event. Time beyond 2 hrs will be charged at \$100.00 / hr.

Time of arrival on wedding day _____

Event starting time _____ Event ending time _____

Color theme for fireplace and uplighting _____

Morning or afternoon drinks? Price \$ _____

Order of drinks

Catering info:

Catering company _____

Time of serving food _____ Number of people _____ Plate Price _____

Amount due for catering \$ _____

Outdoor ceremony

Yes / No \$ _____

Do you need sound equipment _____. We will set up and turn on equipment for you.

Rehearsal date and time _____

Starting time _____

Rehearsal dinner \$ _____

Refreshment Bar

Unlimited coffee, lemonade, water, and ice tea

Yes / No \$ _____

Circle one

Keg beer

Yes / No One keg equals 177 12 oz glasses.

Circle one

Amount _____

Prepay Total price. \$ _____

Serving time for the bar

Before Ceremony After Ceremony

Circle one

Open bar _____

Yes / No

Circle one

\$ _____ max on open bar

Time frame for open bar _____

Notes _____

Liquor or beer request

Note some liquors may not be available

Signature drinks

Yes / No

Circle one.

What kind of drink? _____

Time of serving? _____ How many glasses of drinks? _____

Price per drink _____ max amount to spend _____

Pay at end of the night or prepay

Circle one. Must have card on file if paying night of the event

Van services

Number of hours _____ Max number of trips _____

Max amount spending _____

Note all trips must be no more than 15 min travel time. We will only go to one hotel of your choice per trip. Most downtown round trips take 45 mins to 55 mins

Electronics

Use of microphone: Yes / No Projector: Yes / No. USB MP3 DVD Computer

Circle one

Start time of projector _____ End time _____

Note on Electronics: _____

Special table layout

Yes / No

Circle one

Please bring a layout at least 5 days before wedding. You can also email it to countrycelebrations@gmail.com

Cake table: Round or 8ft long? Number of tables _____

Candy or popcorn bar table - Yes / No. Round or 8ft long? Number of tables _____

Note: candy bar can't have anything sticky for example: Taffy, Skittles, Caramel, Candy Corn, large lollipops, etc. Clean up fee of \$150.00 may apply if candy is sticky or needs extensive clean up. If you have something you feel could fit this description, please ask us about it.

Gift table: round or 8ft long? Guest Book Table: round or 8ft long?

Other tables? _____

Special tablecloths or napkins _____

If so, we have to have the tableclothes or napkins 3 to 4 days before your Event and in ready to use condition.

Vendors info

Cake _____ Phone Number _____

DJ _____ Phone Number _____
Small or large setup window or wall space

Florist _____ Phone Number _____

Decorator _____ Phone Number _____

Special rentals _____ Phone Number _____

Photographer _____ Phone Number _____

Other _____ Phone Number _____

Any special request?

Payment type Check Cash Credit Card

Check number and amount _____ Cash amount _____

Card transaction number and amount _____

Card on file:

Card number _____ CVC ____ Name on card _____

Exp Date ____/____ Address on Card _____ Zip _____

Signature _____ Country Celebrations Event Center

Date _____

Date _____

We look forward to your big day!
Thank You
Country Celebrations Event Center
712-253-8952 Kathy 712-253-8953 Erica