



CELEBRATIONS
EVENT CENTER

CELEBRATION OF LIFE

Event name _____ Event Date _____

Main contact for questions _____

Number of guests _____ Table amount _____

Open or closed by the fireplace

Funeral Home: Is this Celebration of Life going to be directed by the home? Yes / No

Name of funeral home _____

Name of director _____

Phone Number _____

Viewing location: Backside of fireplace Barn Doors Wallside other _____

Would you like barn doors showing or covered by drapes?

If having Light Bars, what is location and color _____

Color theme for fireplace _____

Flowers: Doors open at 9:00 am for deliveries:

For your convenience we can place flower cards and display them Yes / No

Day and time you want to decorate _____

Note: You're allowed 2 hours for decorating. Time beyond 2 hrs will be charged at \$100.00 / hr.

Time of arrival _____ Start time of event _____ End time of event _____

Catering info

Catering company _____

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

Amount due for catering \$ _____

Refreshment Bar

Unlimited coffee, lemonade, water, and ice tea bar

Yes / No \$ _____

Circle one

Keg beer

Yes / No One keg equals 177 12 oz glasses

Circle one

Amount _____

Prepay Total price. \$ _____

Open bar

Yes / No

Circle one

\$ _____ max on open bar

Time frame of open bar _____

Notes _____

Liquor or beer request

please let us know if your loved one had a favorite drink that may be requested at the bar

Note some liquors may not be available

Van services

Number of hours needed _____ Max number of trips _____

Max amount to spend _____

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

Electronics

Use of microphone: Yes / No

Projector: Yes / No. USB MP4 DVD Computer (hdmi)

Circle one

Start time of projector _____ End time _____

Special table layout

Yes / No

Circle one

Will you need tables for a memories display? Yes / No Number of tables _____

Candy or popcorn bar table - Yes / Number of Round or 8ft long tables _____

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

Card table round or 8ft long table Guest Book round or 8ft long table

other tables? _____

Any special requests?

Payment type: Check Cash Card

Check number and amount _____

Cash amount _____

Card transaction number and amount _____

Signature

Country Celebrations Event Center

Date _____

Date _____

Please fill out this form as completely as possible to ensure all your wishes will be met.

Thank you.

Country Celebrations Event Center
712-253-8952 Kathy 712-253-8953 Erica