

**Event Posting:**

<b>Date/s:</b>			
<b>On-site Contact (s):</b>			
<b>Function</b>			
<b>Room</b>		<b>Est # of Guests</b>	

**Food & Beverage:**

Breakfast (Time: )
AM Break (Time: )
Lunch (Time: )
PM Break (Time: )
Reception (Time: )
Dinner (Time: )
Late night (Time: )
Special Meals/Allergies -
Notes:

<b><u>Set-up:</u></b>	
Style of setup -	Candles -
Linens & Napkins -	
Risers/Ramp -	
Head Table -	Flipchart/Easel -
Podium -	Dance Floor -
VIP Guests/Media -	Pad, Pencil, Mint Station -
Coat Check/Coat Racks -	
Reserved Tables -	Table numbers & stands -
Décor (client supplied) -	
Extra tables in room-	
<b><u>Labour:</u></b>	
<b><u>Suppliers:</u></b>	
Rigging -	
Power -	
Material Handling -	
Internet wireless or wired connection-	
Telephone Line \$60.00/phone line-	
<b><u>Official Suppliers:</u></b>	
AV -	
Show Services -	
DJ/Entertainment -	
Event Based Security/EMS/Paid Duty -	
<b><u>Other Miscellaneous:</u></b>	
SOCAN -	
Re:Sound	
Sound Checks /Rehearsals/Noise Conflicts -	
Buses/Vehicles -	
<b><u>Notes:</u></b>	