

Third & Company Lakeside Event Questions

Please Fill Out To The Best Of Your Ability, If Something Does Not Apply Please Write N/A (Not Applicable)
If You Are Unsure Of An Answer Please Leave Blank

Host Name:

Date of Event:

General Questions

1. Q. How Do You Spell The Full Name Of The Guest Of Honor?
A.
2. Q. What Type Of Event Is It/Is It A Surprise?
A.
3. Q. What Are The Guest Of Honor's Social Media Handles Fb/Ig?
A.
4. Q. What Is The Drink Of Choice For Guest Of Honor? (EX Non-Alcoholic, A Specific Beer/Wine/Cocktail)?
A.
5. Q. Is There A Seating Chart? If So What Is The Display?
A.
6. Q. Will There Be Any Décor Items Needing To Be Plugged In?
A.
7. Q. Will There Be Favors If So What & Where Would You Like Them Staged?
A.
8. Q. Is There A Cake Topper?
A.
9. Q. What Is Your Event Theme/Colors?
A.
10. Q. What Will Your Center Pieces/ Table Runners Be?
A.
11. Q. Do You Want Left Over Food Packaged For Host Only Or For Guests?
A.
12. Q. Do You Need A Designated Smoking Area?
A.
13. Q. If Not Using A DJ, Do You Want To Connect To Our Bluetooth Enabled Sound System In Pavilion?
A.
14. Q. If All Decorations Are Not Removed The Night Of The Event They Need To Be Picked Up The Following Wednesday Between 4-7pm Who Will Be Picking Up?
A.
15. Q. Will A Coat Check Be Required?
A.

Time Line Questions

1. Q. What Time Does Host Plan On Arriving To Decorate (We Include 1 Hr. Prior To Event Complimentary)?

A.

2. Q. What Time Are Guests Arriving?

A.

3. Q. What Time Is "Cocktail Hour"?

A.

4. Q. What Time Are Entrees?

A.

5. Q. Do You Have Any Speeches/ Dances/ Games/ Gift Opening If So What Time?

A.

6. Q. What Time Is Cake Cutting/ Dessert?

A.

7. Q. What Time Is Departure

A.

Vendors

1. Q. Do You Have A Florist? Contact Info? Where Are They Decorating? Time Of Arrival?

A.

2. Q. Do You Have A Dj? Contact Info? Time Of Arrival?

A.

3. Q. Do You Have A Photographer? Contact Info? Time Of Arrival?

A.

4. Q. Do You Have A Photo Booth? Contact Info? Time Of Arrival? Desired Location? Dimensions Or Photo Of Unit?

A.

5. Q. Any Additional Vendors?

A.

6. Q. Will There Be A Transportation Service?

A.