

# Final Event Worksheet

Date: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Event Contact: \_\_\_\_\_

Event Theme: \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Event Set-Up Time: \_\_\_\_\_ Guest Arrival Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Event Location: \_\_\_\_\_

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## Set-Up Times

## Event Itinerary & Notes

Caterer: \_\_\_\_\_

Servers: \_\_\_\_\_

Bar: \_\_\_\_\_

Entertainment: \_\_\_\_\_

Photographer: \_\_\_\_\_

Dessert: \_\_\_\_\_

Flowers: \_\_\_\_\_

Rental Equipment: \_\_\_\_\_

Pick-Up Time: \_\_\_\_\_

Decorations: \_\_\_\_\_

NOTES:

\_\_\_\_\_ Guest Arrival

\_\_\_\_\_ Dinner Begins

\_\_\_\_\_ Guests Leave

# Event Set-Up Worksheet

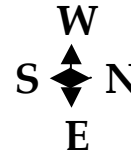
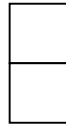
Cocktail &  
Dinner Notes

## Main House

Kitchen

Coordinator  
Room  
Bathrooms

Cocktail  
Dinner



First  
Floor  
Stairs

Second Floor Stairs

Porch

Porch

## Courtyard

Outdoor Stage

C  
A  
N  
T  
I  
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A

## Cantina

Cocktail



Dinner



B  
A  
R



Bathrooms

Cocktail



Dinner



DJ Area