

## Informational Set Up Document for L.C's Venue Staff

***This document is due 14 days prior to the event date. Help us help you in creating a flawless experience at L.C's Venue!***

Event Information:

Event Description: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Timeframe of guests present at event: \_\_\_\_\_ Any before/after timeframes: \_\_\_\_\_

\*if this differs from contract, fees apply for added hours (including next day pick up)

Host Name: \_\_\_\_\_ Host's cell phone number: \_\_\_\_\_

Number of guests: \_\_\_\_\_ Number of tables with 10 or 8 (circle) chairs: \_\_\_\_\_

Buffet tables and locations (Head table, buffet tables, gift table, desert table, DJ table) \_\_\_\_\_

Number of Round Linens (15 available & included at wedding price point): \_\_\_\_\_ Ivory \_\_\_\_\_ Black \_\_\_\_\_ None

Number of Banquet Linens (4 available & included at wedding price point): \_\_\_\_\_ Ivory \_\_\_\_\_ Black \_\_\_\_\_ None

Will a room flip be required (often for ceremony & reception events): \_\_\_\_\_ Time: \_\_\_\_\_

Caterer information:

\_\_\_\_\_ No caterer

Delivery required for non-weddings, catering staff required for weddings (\$300 charge)

Caterer: \_\_\_\_\_ Caterer's contact number: \_\_\_\_\_ \*Non-

catered foods (includes desert) is not permitted unless otherwise agreed upon

Service time: \_\_\_\_\_ Banquet style \_\_\_\_\_ Plated Service \*20% service fee billed after event

\_\_\_\_\_ Refrigerator use

\_\_\_\_\_ LC's Desert/Late Night or Happy Hour options: \_\_\_\_\_ Serve Time: \_\_\_\_\_

Beverage Information:

\_\_\_\_\_ Soda package (highly recommended if children invited)

\_\_\_\_\_ Specialty Cocktail creation name: \_\_\_\_\_

\_\_\_\_\_ No bartender needed

\_\_\_\_\_ Cash bar (guests are charged)

\_\_\_\_\_ Ala Cart Added Bartender

\_\_\_\_\_ Host paid bar tab Name: \_\_\_\_\_ Limit amount? \$ \_\_\_\_\_

\_\_\_\_\_ Ticket bar (how many tickets for purchase \_\_\_\_\_) \*Outside beverages (even as gifts) are not permitted, \$100 fee

\_\_\_\_\_ Champagne (Head table or 1 per table- circle) \_\_\_\_\_ # Kid's champagne (sparkling juice)

Entertainment information:

\_\_\_\_\_ LC's sound system

\_\_\_\_\_ No entertainment

Entertainment: \_\_\_\_\_ Entertainment's contact number: \_\_\_\_\_

Entertainment's timeframe: \_\_\_\_\_

Check if you would like: \_\_\_\_\_ Microphone set up \_\_\_\_\_ Projector set up \_\_\_\_\_ Transition table/chairs lay out

Décor information:

Décor purchased through L.C's Venue: \_\_\_\_\_ (fees apply)

Any Décor purchased through another vendor: (Name of vendor, type of service): \_\_\_\_\_

Initial: \_\_\_\_\_

Itinerary Information (share details including happy hour, dinner service, speeches, special dances, cake service ect):

Any additional information you would like the event staff to know:

***As a reminder: guests, hosts, family are NOT allowed in LC's staffing areas for any reasons. Doors that state "Not a public access" need to be respected.***

Initial: \_\_\_\_\_