



SPECIAL EVENT COMPARISON SHEET AND CHECKLIST

Date:		Site Name:	
Spoke with:		Title:	
Contact Info:		Who visited:	
Dates Available:		Comments:	

Event Information	Notes:
Preferred Event Dates:	
Preferred Time of Day?	
Expected Number of Guests?	
How formal / dressy?	

Location Information:	Notes:
Location Name	
How many guests can the site / room accommodate?	
Total room size:	
Fees:	
Minimum charge	
Facility fee	
Set up fee	
Price per adult?	
Price per child?	
Refund/cancellation Policy	
When are Fees Due & How Much?	
Deposit	
Remaining	
Can candles be used?	
Additional costs?	



Location Information:	Notes:
Can we see the room set up for a similar event?	
Is the price guaranteed?	
Cost per person?	
How many hours does the rental fee cover?	
Start/End Time:	
Overtime Charge (per hour):	
Tables/Chairs Included in price?	
Places per Table	
Linens/Silverware	
Can we see?	
Included in cost?	
Music Allowed/Restrictions?	
Must use union labor for vendors?	
Are Valet/Coat Check Provided?	
If Not, cost:	
Food/Bar Cost:	
Price per guest:	
Tax:	
Gratuity:	
Total per guest:	
Food/Bar Items:	
Alcoholic beverages?	
Can we choose the types of alcohol?	
Is there a corkage fee for our own wine?	
Passed appetizers or buffet style?	
# of appetizers	
# of courses	
Cake included? (Can we see/taste?)	
Cake cutting fee per person if brought from outside?	



Location Information:	Notes:
What else is/could be going on at the same time?	
Is there a piano available? Cost? Can that piano be tuned just prior to our event?	
Can we see the room set up for a reception?	
How is the wait staff dressed?	
Extras:	
Is clean up Extra?	
Are there any other extras?	
OVERALL IMPRESSIONS OF THE ROOM:	

Site Coordination:	Notes:
Are you the coordinator for the event?	
If not, who would be and can we meet him/her?	
How will you handle things that go wrong?	
Will you handle coordination and timing with outside vendors (flowers, music, etc.)	
If so, do you have a discount or relationship with certain vendors?	
<i>If private coordinator: Do you charge a percentage of the event or by hour?</i>	



Extras:	Notes:
Dressing Rooms	
Room for persons of honor evening before	
Room for persons of honor night of event	
Discounted Room price for guests; block of rooms available?	
Is guest parking available? Cost?	
Can we see a guest room?	
Can we get gift bags delivered to rooms?	

Summary:

Rate the Catering Manager's personality: 1-10 _____

Can I see my dream event at this site? 1-10 _____

I feel we would be well taken care of here: 1-10 _____

Average: _____

THIS VENUE IS:

Above budget

On budget

Below budget