



# Event Center Planner

This worksheet is designed to help you move forward in planning your event. By answering these simple questions, we will be able to provide you with a detailed estimate on the cost of your event as well as guide you through every little detail. Please e-mail this to us at [events@pedroscantinaandgrill.com](mailto:events@pedroscantinaandgrill.com), and we will be happy to get a detailed estimate out to you!

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

Name: \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_ Phone/Cell#: \_\_\_\_\_

Type of Event: \_\_\_\_\_

What are the colors or themes of your event? \_\_\_\_\_

How many guests are you planning on? \_\_\_\_\_ Have you set a Budget for your event? \_\_\_\_\_

What time will you arrive to set up or decorate? \_\_\_\_\_ What time will your guests arrive? \_\_\_\_\_

When your guests arrive, what beverages or food would you like available for them? \_\_\_\_\_

\_\_\_\_\_

Would you like a bar set up? \_\_\_\_\_ Would you like to host any drinks? What \_\_\_\_\_

\_\_\_\_\_

What type of menu would you like available to your guests, and when? \_\_\_\_\_

\_\_\_\_\_

Would you like to provide a dessert at your event? If so, what?

\_\_\_\_\_

\_\_\_\_\_

What activities are happening during this event, for example: DJ, Band, Program, Toasts? \_\_\_\_\_

\_\_\_\_\_

Will you be needing linens? \_\_\_\_\_ Napkins? \_\_\_\_\_ Table Skirting? \_\_\_\_\_

\_\_\_\_\_

Will you be needing dinnerware? \_\_\_\_\_ Real or Disposable? \_\_\_\_\_