

The Planner

Thank you for considering Red Swan Catering & Clearwater for you upcoming event. 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 redswancatering@gmail.com and we will be happy to get a detailed estimate out to you!

Event Date: _____ Location or Room : _____

Name: _____

Add _____

Email: _____ Phone/Cell#: _____

Type of Event: _____

What are the colors or theme of your event? _____

How many quests 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, example: DJ, Band, Program, Toasts? _____

Will you be needing linens? _____ Napkins? _____ Table Skirting? _____

Will you be needing dinnerware? _____ Real or Disposable? _____

*If your event is being hosted at the Clearwater Event Center linens, dinnerware, centerpieces, skirting, full bar set up and service are included in your room rental price.