

Function Worksheet

Day/Date: _____

Organization: _____

Location _____

On-Site Contact _____ Phone Number _____

Guarantees must be submitted 72 hours in advance.
Don't forget the 18% gratuity and 8.25% sales tax that will be added.

Attendance: _____

Expected: _____

Guaranteed: _____

Set: _____

Agenda:

Time	Function	Location	# Of People	Rental Costs	Misc.

Food & Beverage:

Menu	Service Style	Begin Time	End Time

Set up Information: (draw diagram on reverse side if needed).

# Of Tables	Set-up Style	Head Table	Linens	Decorations	Misc.

Name of Meeting Room Assigned: _____

Audio Visual Needs: _____

Special Needs: _____

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Additional notes and diagrams: