



Social Event Planning Guide

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

NMEC

Arrival Time of First Guests to NMEC: \_\_\_\_\_

On-Site Contact for Reception: \_\_\_\_\_

Time of Social: \_\_\_\_\_

Bar

Atrium or Porta Bar: \_\_\_\_\_

Atrium Bar Gate or Window: \_\_\_\_\_

Cash Bar: \_\_\_\_\_ Host Bar: \_\_\_\_\_

Host Bar Times: \_\_\_\_\_ Hosting What: \_\_\_\_\_

Type of Kegs: \_\_\_\_\_ # of Kegs: \_\_\_\_\_ # of Reserve Kegs: \_\_\_\_\_

Host Wine: \_\_\_\_\_ Bar/Tables: \_\_\_\_\_ # of Bottles: \_\_\_\_\_

Bringing in Own Wine: \_\_\_\_\_ # of Bottles: \_\_\_\_\_

Champagne: \_\_\_\_\_ Kind: \_\_\_\_\_ # of Bottles: \_\_\_\_\_

Champagne for What Tables: \_\_\_\_\_ Champagne Flutes: \_\_\_\_\_

Butlered Wine/Champagne: \_\_\_\_\_ Fee: \_\_\_\_\_

Drink Tickets: \_\_\_\_\_ # of Tickets: \_\_\_\_\_

Unlimited Host Soda @ \$1.50++ per person: \_\_\_\_\_

Punch: \_\_\_\_\_ Red Fruit or Citrus: \_\_\_\_\_

How Many Gallons: \_\_\_\_\_ or keep full until specific time: \_\_\_\_\_

(There will be a fee applied to all wine/champagne that is requested to be individually served to each person)

Hors D'oeuvres

Menu: \_\_\_\_\_

Butlered: \_\_\_\_\_

Dinner

Time: \_\_\_\_\_ (The Chef cannot guarantee the quality of food if served more than 1/2 hour late)

Prayer: \_\_\_\_\_ Who Will be Saying Prayer: \_\_\_\_\_

Plated: \_\_\_\_\_ Plated Choice Meal: \_\_\_\_\_ Buffet: \_\_\_\_\_

Menu: \_\_\_\_\_

Salads - Individually Served or Family Style: \_\_\_\_\_

If buffet, are we serving the Head Table Plated Dinners or are they Going Through the Buffet: \_\_\_\_\_

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*If Buffet Who Will Release Tables:* \_\_\_\_\_  
*Kids Meals of Chicken Strips and French Fries @ \$8.00++ Each:* \_\_\_\_\_  
*Kids Going through Buffet Line @ \$10.00++ Each:* \_\_\_\_\_  
*Special Dietary Needs:* \_\_\_\_\_  
*Place Cards for Choice Meal:* \_\_\_\_\_  
*Coffee Pots on Tables at \$10.50++ Per Pot:* \_\_\_\_\_

***Cake/Dessert***

*Person Making Cake:* \_\_\_\_\_ *Phone Number:* \_\_\_\_\_  
*Delivery Time:* \_\_\_\_\_ *Cake Cutters:* \_\_\_\_\_

*Special Instructions for Cake:* \_\_\_\_\_  
 (All left over cake including the cake top and any display parts will be left on or under the cake table and should be removed by the wedding party the evening of the function. The North Metro Event Center is not responsible for any left over cake that is not taken the night of the reception, or any cake display parts that have been rented by the family.)

***Evening Snack***

*Pizza @ \$10.00 Single Topping or \$11.00 Double Topping++ Each:* \_\_\_\_\_  
*How Many:* \_\_\_\_\_  
*Time:* \_\_\_\_\_  
*Other Items:* \_\_\_\_\_  
*How Many:* \_\_\_\_\_

***Linens***

*Tablecloths (White or Ivory):* \_\_\_\_\_  
*Napkin Color (White, Ivory, Black, Red, Burgundy, Purple, Royal Blue, Teal, Forest Green, Sandalwood, Gold, Brown):* \_\_\_\_\_  
*Glasses:* \_\_\_\_\_ *Folded:* \_\_\_\_\_ *Rolled:* \_\_\_\_\_

***Room Layout***

*Event located in Galleries:* \_\_\_\_\_  
*Rounds of 8:* \_\_\_\_\_ *Rounds of 9:* \_\_\_\_\_ *Rounds of 10:* \_\_\_\_\_  
*Punch Station:* \_\_\_\_\_ *Where:* \_\_\_\_\_  
*Coffee Station:* \_\_\_\_\_ *Where:* \_\_\_\_\_  
*Dance Floor:* \_\_\_\_\_ *Where:* \_\_\_\_\_ *DJ Tables:* \_\_\_\_\_  
*Cake Table:* \_\_\_\_\_ *Where:* \_\_\_\_\_  
*Place Card Table:* \_\_\_\_\_ *Where:* \_\_\_\_\_  
*Buffet Table:* \_\_\_\_\_ *Where:* \_\_\_\_\_  
*Cocktail Tables:* \_\_\_\_\_ *Where:* \_\_\_\_\_  
*Additional Tables:* \_\_\_\_\_ *Where:* \_\_\_\_\_



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Porta Bar: \_\_\_\_\_ Where: \_\_\_\_\_

***Decorator***

Name of Decorator: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Table Runners: \_\_\_\_\_

Table Overlays: \_\_\_\_\_

Chargers: \_\_\_\_\_

Decorating Information: \_\_\_\_\_

***Payment***

Direct Bill: \_\_\_\_\_

Night Of: \_\_\_\_\_

Who Will Be Paying Bill: \_\_\_\_\_

Separate Bills: \_\_\_\_\_

***Additional Information***