



Naples Elks Lodge 2010 Event Planner

In order that we may better prepare for your event, please complete the following as soon as possible. Not all items will apply to every event, please be as thorough as possible.

If there are any questions, please do not hesitate to call

Gia at 239-643-0075 extension 305.

Contact's Name _____ *Phone #* _____ *Email* _____

Alternate Contact: _____ *Phone #* _____ *Email* _____

1. *Type of Event:* _____ *# of Guests* _____
2. *Room(s) Being Rented* _____ *Rate* _____
3. *Date:* _____
4. *Day of the Week:* _____
5. *Event Planner:* _____
6. *Master of Ceremonies:* _____
7. *Invocation:* _____
8. *Reception Table* ___No___ Yes, with ___ Chairs
9. *Gift Table* ___No___ Yes
10. *Photographer:* _____ *Ph:* _____
11. *Videographer:* _____ *Ph:* _____
12. *Florist:* _____ *Ph:* _____

Delivery Time for Flowers: _____

All Deliveries must be dropped off and set up 45 minutes prior to event start time.

13. Head Table ___No ___Yes, # of guests at Head Table_____

14. Family Table: ___No ___Yes, # of guests at Family Table_____

15. Tablecloth Color_____(\$15 +tax per table if not white)

16. Napkin Color_____ (\$3.50+tax per person if not white)

17. Favors:___No ___Yes, time of delivery:_____ Club to set?_____

18. Placecards:___Individual ___By Table

19. Table Numbers:___No ___Yes

20. Chrome Stand_____ Leatherette Table Tents_____

21. Entertainment: ___No ___Yes

Type of Entertainment: _____

Start Time: _____

End Time: _____

Entertainment Set Up must be completed 45 minutes prior to start time

22. Dance Floor: ___No ___Yes

23. Floor Size _____ Small Floor _____ Large Floor

24. Podium/Mic: ___No ___Yes

25. Video Screen ___No ___Yes

26. Menu Selection: _____

* _____

* _____

* _____

* _____

* _____

* _____

* _____

Service Staff to Serve Head Table? No Yes

Dietary Restrictions: _____

27. Bar: No Yes

Open Host Cash Bar

Well Brands Call Brands Premium Brands Liquor

Domestic Beer Imported Beer Keg

House Wine Specialty Wines Soft Drinks Champagne

Martini Bar _____ Margarita Bar _____ Frozen Drink Station _____

Additional Bar Details: _____

* _____

* _____

24. Cake: No Yes, Bakery _____ Ph: _____

Service Staff to cut and serve cake No Yes

25. Event Itinerary _____ Set up (specify if room is to be rented for evening prior to event as well)

_____ Guests Arrive

_____ Wedding Party Cocktail Hour

_____ Cocktails/Appetizers

_____ Introductions

_____ Invocation

_____ Food Service

_____ Appetizer

_____ Food Service

_____ Dancing

_____ Venetian Hour

_____ End Time

26. *Additional Information:* _____

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Credit Card Authorization

I authorize Naples Elks Lodge 2010 to charge credit card listed below for charges incurred for the event as outlined. I understand that the \$500.00 booking deposit is non-refundable.

- *Name of Company:* _____
- *Contact Person:* _____
- *Date of Event:* _____
- *Deposit; \$*_____
- *Balance: \$*_____
- *Credit Card Type: Visa*_____ *Master Card*_____
- *Credit Card Number:* _____
- *Expiration Date:* _____
- *Name As It Appears On Card*_____
- *Authorized Signature:* _____ *Date:*_____

***Please fax or mail legible copy of front and back of credit card and proof of Identification with signature (Drivers License or Passport). Along with a completed signed copy of this form.*