**PLANNING & FLOORPLAN NOTES**

*- MUST be typed and answers in a different color font*

*- client is responsible for sending in the final menu and beverage selections via the submission forms by the due dates noted within original contract provided as well as the answers to these questions (if applicable)*

*- client is responsible for submitting the final head count on due date noted within original contract via an email to sales manager and sales coordinator*

**Point of Contact for Day Of:**

**Person (with phone number) designated to bring home gifts, décor or anything other property that belongs to you, upon completion of your event:**

(staff is setting up 2-hours prior to the event, we allow vendors, deliveries, and decorating, etc 1-hour prior unless discussed and approved differently with your assigned event manager, which will be available to contact 1-week prior to your event)

*Please note: The venue is not liable for any client property left behind following an event.*

Will you have place cards and seating chart?

Will you need access to slide show? (The Upper Floor of the Lakehouse has a 42" mounted flat screen tv that you can plug a laptop into with an hdmi cord, you must bring both the laptop and the cord)

Which Floor Plan Option would you like (located on our websites)?

Any special notes?

Do you need a head table needed? How many are seated at this table if, so?

Is there anything timeline specific we need to note? Toasts, gift opening, cake cutting…

Will you provide your own printed menus for tables or food labels on buffet?

*8.5x11” parchment paper menu is provided standard unless otherwise noted*

Will you be bringing in your own music?

*In-house speaker system available on upper and lower floor inside and outdoors of The Lakehouse, Maison Lafitte indoors only, La Provence indoors only, client must provide a device with playlist or stations and proper hook-up cord (example usb cord)*

Will you be bringing in your own centerpieces? Do you have any vendors? Such as a florist, etc.

Will you need a gift or favor table?

Lounge seating for gift opening needed (mainly for showers)?

Will you need a sign in or guest book table?

Will you need a cake table?

Standard 62" white linens are provided for all tables unless you want to upgrade to floorlength ($8/table extra) (must let us know)

Please list any items you are bringing in (examples: welcome sign, cake stand, etc)

**For offsite events ONLY:**

Address of catering location:

Disposable plastic vs. real plates, silverware, napkins, glassware?

*Disposable is included in the 10% equipment charge. Real must be rented at additional cost.*

Will you provide tables (for food/bar/etc)? If so, please note locations in home? If you need us to provide, please confirm count.

Will you have your own linen for these tables, or will we provide?

Will you need ice if we're providing a bar?

Will you have garbage cans available?

Please also designate the location where you'll want garbage left on property, we do not take trash with us.

Will you need us to provide chafers, platters, food serving equipment?

Will someone be at the location to meet us so we can get in for set-up? If not, how will we access entry?

Please make any other special notes we should record below.