



Casino Event Planning Guide - Contact Information

Corporation/Contact: _____

Occasion/Theme: _____

Main Phone # _____ Cell Phone # _____

Email: _____

Event Date: _____ Event Timeframe: From _____ / To: _____

Facility: _____ Contact: _____

Facility Contact: Cell Phone#: _____ Email: _____

Facility Address: _____ Facility Phone#: _____

Facility Directions: _____

Do you have a planning team? Yes _____ No _____

Contact Information? _____

Who will be the event manager? _____

Planning Team Members:

Name: _____ Phone#: _____ Email: _____

Name: _____ Phone#: _____ Email: _____

Name: _____ Phone#: _____ Email: _____

*Who will be the caterer? _____

Catering Contact: _____ Phone# _____

Email: _____

Facility/ Logistic Information:

Estimated # of guests? _____

What is the facilities standard seating capacity? _____

Do they have an outdoor area (tent) available? _____

Does the facility have A/V available? _____

Do they have tables/chairs available? _____ / Tables: _____ / Chairs: _____

What additional event equipment will you need?

_____ Staging _____ Lighting _____ Tent _____ Tables _____ Chairs _____ Theme Decor