

Merle Manders Conference Center
Final Event Check List

How many guests are you seating for?	
Who is providing catering services?	
Are they a registered caterer?	
If not, have they submitted all necessary paperwork?	
How many tables does the caterer need? What size?	
How many tables are needed for drinks? What size?	
Is a dance floor needed?	

Is there rental time remaining the same as it is on the contract?	
Do all of your event contractors understand that the doors have to be locked at the end of your rental time?	
If you are having a bar, who is providing your bartending services?	
Are there any deliveries that we should be aware of?	
Are there centerpieces in line with our regulations?	
Are there candles in their centerpieces that we need to light?	

Wedding and/or Reception Vendors

Catering Firm	
DJ or band name	
Decorator name	
Centerpiece description	
Linen or chair cover service	
Cake	
Rental service	
Photographer	
Florist	
Other	

Client Name	
Event Date	

Please bring this form with you to your final appointment or fax to 770.389.5484.