



Event Organisers Guide

To ensure that your "Special Event" goes according to your wishes we prepare a detailed worksheet which is distributed to the various departments of the hotel.

We thought it may be helpful for you to know just what we need to know before we ask the questions!

Event Details

Day and Date of Event:

Title of the Event

Name of Organiser(s)

Contact Details

Telephone 1

Mobile

Telephone 2

E-Mail

Address of Organiser

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Billing Details (if different)

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Event Details

Anticipated numbers

Day Evening

Timing

Reception

Meal

Entertainment

Finish

Menu

Your Choice

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Printed by hotel Yes/No

Supplied by client Yes/No

Drinks

Reception
With the Meal
Toast
Liqueurs
"Open Bar" Yes/No
Water on Tables Still Mineral/Sparkling Mineral/Both/Fresh/No

Table Plan

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Decorations

Flowers organised by hotel Yes/No
Balloons organised by hotel Single Foil/Bunch of 3 Latex/ 1 Foil and 2 Latex
Special Effects

Entertainment

Photographer
Draw Prize Table Yes/No
Draw Drum Yes/No
Entertainment booked by you
Entertainment booked by the Hotel
Entertainment Fees
Lapel Microphone Yes/No
Hand Held Microphone Yes/No

The Finishing Touches

Colour Scheme
Presentation Bouquets
Gifts
Dress Code

Accommodation required

Standard Double Room
Larger Family Room
(Accommodates 4)
Sea View Room
(Accommodates 3 or 4)
Balcony Room
(Accommodates 3 or 4)
Suite with separate bedrooms
(Accommodates 3 or 4)