meet at Manchester

www.meetatmanchester.com

Guidelines for your Special Event

Follow this guide as an aide to planning your special event

Event Date _____

Event Name _____
(Smith-Jones Reception, Annual Employee Dinner, etc)

Contact _____

Contact Phone Number _____
Address _____
Email _____

Est. Number of Guests _____

Event Start Time _____

End Time _____

Will your event include catering?
Yes _____ No _____

Will you need table linens?

Cloths _____ Skirts _____ Napkins ____

If yes, what type of food service are you looking for?
Plated Meal _____ Buffet _____ Hors devours _____

Lunch _____ Brunch _____ Breakfast _____

Snacks & Beverages _____ Beverages Only _____

What time would you like the meal served or the buffet set out? _____

Please list your top 5 facility preferences:

1) _____

2) _____

3) _____

4) _____

5) _____

Please check all technology setup and equipment you may need:

TV ___
VCR ___
DVD Player ___
CD Player ___
Video/Audio Recording ___
Laptop ___
Remote ___
Screen ___
Projection ___
(circle: LCD/Data, Slide, Overhead)

Projection Playback ___
(circle: laptop, VHS, DVD)
Network Connection ___
Sound System ___
Microphone ___
(circle: lapel, wired, cordless)
Lighting ___
Piano ___

Standing Podium ___
Tabletop Podium ___
Flip Chart ___
Easel ___
Dry Erase Board ___
Chalkboard ___

meet at Manchester

www.meetatmanchester.com

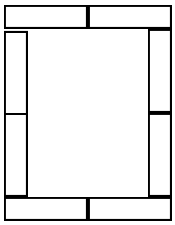
Guidelines for your Special Event

Follow this guide as an aide to planning your special event

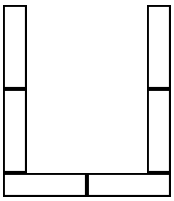
Table Options: Round *(seats 6)* ___ 6ft *(seats 6)* ___ 8ft *(seats 8)* ___ Conference *(seats 2)* ___ Cocktail ___

Room Setup Configurations:
These are some of our most common setup requests; however, we welcome your suggestions!

Square

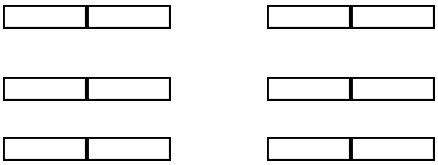


U Shape

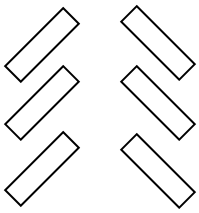


Theatre

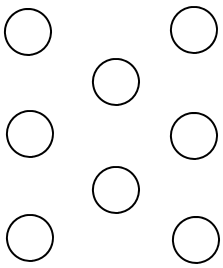
Classroom



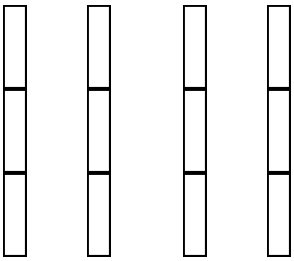
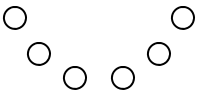
Fishbone



Rounds



Banquet



Cocktail