

Private Event Planning Checklist

AT THE TIME OF BOOKING:

- Secure date
- Submit \$250 deposit

2 MONTHS PRIOR TO EVENT:

- If utilizing LHC for invitations; confirm theme, quantity, details and choose digital or print option

6 WEEKS PRIOR TO EVENT:

- Send out invitations

4 WEEKS PRIOR TO EVENT:

- Select Catering Restaurant
- Choose Menu Selections
 - Allergies, Gluten Free, etc?
- Choose Bar Package
- Choose Enhancement Package
- Provide Special Enhancement Details if Utilizing Package:
 - Flower Type/Color
 - Linen Color
 - Tablecloth Color
 - # of Bottle Openers

**Please note, if utilizing Little Nicki's as your caterer - please coordinate all menu details with them and submit final payment!*

2 WEEKS PRIOR TO EVENT:

- Submit Final Guest Count
 - Adults
 - Children
 - Need highchair(s)?
- Submit Final Payment
 - Check or Credit Card
- Submit Signed Contract

1 WEEK PRIOR TO EVENT:

- If running a tab for your event, please submit your credit card information to us so that we can settle your tab while you enjoy your event with no interruptions!

2-3 DAYS PRIOR TO EVENT:

- If providing decorations on own, drop them off to our office!
- Finalize any last minute details from our checklist below!

DAY OF EVENT:

- Come and enjoy yourself!

LAST MINUTE DETAILS:

- Do you need...?
 - Gift Table
 - Card Box
- Will you be providing...
 - Cake?
 - Favors?
 - Centerpieces?
 - Playlist?
- Choose Pandora Station