

Day-of-Event Check List

Please fill out questionnaire for all parts applicable and return at least 1 week prior to your event date. Thank you.
GB.thebridge@gmail.com

How many interior cocktail tables are needed: _____

How many interior bar stools are needed: _____

How many exterior tables are needed: _____

How many exterior chairs are needed: _____

How many white folding event chairs are needed: _____

How many 6ft banquet tables are needed: _____

Do you have a layout plan? _____

If **yes**, please send a copy at least 3 days before your event.

If **no**, you can download our layout from our website at: GBsunsetvenue.com under "Client Page."

Do you need the partition (room divider)? _____

Will you need the tower heaters? _____

Which bar(s) will be in use? interior _____ exterior _____ both _____

Are you supplying keg(s)? _____ If so, how many? _____

Will you be presenting a slideshow on our TVs? _____

Have you created a Spotify playlist to be played on our house speakers? _____

If **yes**, please email or text me the playlist at least 3 days prior to your event. *Note: make sure your playlist is long enough for your duration, otherwise it will be set on a loop.*

What time will your team be loading in/setting up? _____

What time will your guest be arriving? _____

■ If having a wedding ceremony, what time will it start? _____

■ Will you need a wedding arch? _____

■ Will there be any pets or service animals at your event? _____

If **yes**, please list the name of the designated animal handler: _____

Phone Number: _____ Breed/Species of Animal: _____

Vendor Information:

■ Who is your planner/coordinator or point of contact in charge of the itinerary/event?

Name: _____ Phone Number: _____

Please list the following name or business you have hired for your event. (If applicable)

■ Caterer / Food truck: _____

■ Cake / Bakery: _____

■ Musician / Band / DJ: _____

■ Photographer / Photo Booth / Videographer: _____

■ Decor / Florist: _____

■ Bar Service / Bartender(s): _____

■ Additional Rentals / Vendors: _____

