

**Cave City Convention Center  
Event Planner**

**Organization/Event:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_

**Marquee Copy:** \_\_\_\_\_

**Approximate Number of Guests:** \_\_\_\_\_

**Number Guaranteed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Meeting Room Arrangements:** (Banquet, Theater, Classroom, U Shape)

Date \_\_\_\_\_ Room \_\_\_\_\_ Set-up \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Room \_\_\_\_\_ Set-up \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Room \_\_\_\_\_ Set-up \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Room \_\_\_\_\_ Set-up \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Food Service:**

Date \_\_\_\_\_ Menu \_\_\_\_\_ Serving time \_\_\_\_\_

Set-Up \_\_\_\_\_

\_\_\_\_\_ Napkin Color: \_\_\_\_\_

Date \_\_\_\_\_ Menu \_\_\_\_\_ Serving time \_\_\_\_\_

Set-Up \_\_\_\_\_

\_\_\_\_\_ Napkin Color: \_\_\_\_\_

Date \_\_\_\_\_ Menu \_\_\_\_\_ Serving time \_\_\_\_\_

Set-Up \_\_\_\_\_

\_\_\_\_\_ Napkin Color: \_\_\_\_\_

Date \_\_\_\_\_ Menu \_\_\_\_\_ Serving time \_\_\_\_\_

Set-Up \_\_\_\_\_

\_\_\_\_\_ Napkin Color: \_\_\_\_\_

**Other Information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Audio Visual:** \_\_\_\_\_ **Security:** \_\_\_\_\_