

# Event Planning at Salute

EVENT TYPE:

ESTIMATED NUMBER OF GUESTS:

PREFERRED DATE AND TIME:

WILL ALCOHOL BE SERVED? OPEN BAR, CASH BAR, TICKETS?

WILL FOOD BE SERVED? COCKTAIL STYLE OR SIT DOWN?

DO YOU HAVE SPEECHES OR PRESENTATIONS?

BUDGET – WHAT DO YOU WANT TO SPEND?

ADD ONS: FLOWERS? EXTRA STAFF FOR SERVING? COCKTAILS UPON ARRIVAL?

IS MUSIC IMPORTANT? LIVE MUSIC? PREFERRED PLAYLIST?