

VENUE INFORMATION COLLECTION SHEET

Venue: _____ Date (Email/Phone/Visit): _____

Location: _____

Contact Person: _____

Contact Email: _____ Contact Phone: _____

Website: _____

VENUE DETAILS

Type of Venue: Restaurant Hotel Event Space Other _____

of People Allowed: _____

Parking: _____

Type of Food: _____

Décor: _____

Personal Requests (Things you are looking for in a venue, i.e. Dance Floor, Parking, etc.)

_____ _____ _____ _____

Special Circumstances: _____

Provided Materials: Emailed Snail Mailed In Person Quote Provided

COST ANALYSIS

Food Cost Per Person: _____

Bar Costs: _____

Entertainment: _____

Room Rental: _____ Extra Fees: _____

Tax Rate/Fees: _____ Service %/Fees: _____

Estimated Total Cost: _____

Notes: _____

COMMUNICATION LOG

Date	Spoke With/About	Method