



Social Event Planning Guide

Event Name: _____

ACC

Arrival Time of First Guests to ACC: _____

On-Site Contact for Reception: _____

Time of Social: _____

Bar

Banquet or Porta Bar: _____

Pre-function Bar Gate or Window: _____

Cash Bar: _____

Host Bar: _____

Host Bar Times: _____

Hosting What: _____

Type of Kegs: _____ # of Kegs: _____ # of Reserve Kegs: _____

Host Wine: _____ Bar/Tables: _____ # of Bottles: _____

Bringing in Own Wine: _____ # of Bottles: _____

Champagne: _____ Kind: _____ # of Bottles: _____

Champagne for What Tables: _____ Champagne Flutes: _____

Butlered Wine/Champagne: _____ Fee: _____

Drink Tickets: _____ # of Tickets: _____

Unlimited Host Soda \$250: _____

Punch: _____

How Many Gallons: _____ or keep full until specific time: _____

(There will be a fee applied to all wine/champagne that is requested to be individually served to each person)

Hors D'oeuvres

Butlered: _____

Buffet: _____

Dinner

Time: _____ (The Chef cannot guarantee the quality of food if served more than 1/2 hour late)

Prayer: _____ Who Will be Saying Prayer: _____

Plated: _____ Plated Choice Meal: _____ Buffet: _____

Menu: _____

Salads - Individually Served or Family Style: _____

If buffet, are we serving the Head Table Plated Dinners or are they Going Through the Buffet: _____

Kids Meals of Chicken Strips, French Fries, Cookie, Milk @ \$8.95++ Each: _____

Special Dietary Needs: _____



Social Event Planning Guide

Place Cards for Choice Meal: _____
Coffee Pots on Tables at \$9.95++ Per Pot (If not included in meal price): _____

Cake/Dessert

Person Making Cake: _____ Phone Number: _____

Delivery Time: _____ Cake Cutters: _____

Special Instructions for Cake: _____

(All left over cake including the cake top and any display parts will be left on or under the cake table and should be removed by the wedding party the evening of the function. The Austin Conference Center is not responsible for any left over cake that is not taken the night of the reception, or any cake display parts that have been rented by the family.)

Evening Snack

Item: _____

How Many: _____

Time: _____

Other Items: _____

How Many: _____

Linens

Tablecloths (White, Ivory, Black): _____

Napkin Color (White, Ivory, Black, Red, Burgundy, Purple, Royal Blue, Rust, Forest Green, Sandalwood, Gold, Brown): _____

Glasses: _____ Folded: _____ Rolled: _____

Room Layout

Event located in: _____

Rounds of 8: _____ Rounds of 9: _____ Rounds of 10: _____

Punch Station: _____ Where: _____

Coffee Station: _____ Where: _____

Dance Floor: _____ Where: _____ DJ Tables: _____

Cake Table: _____ Where: _____

Place Card Table: _____ Where: _____

Buffet Table: _____ Where: _____

Cocktail Tables: _____ Where: _____

Additional Tables: _____ Where: _____

Porta Bar: _____ Where: _____



Social Event Planning Guide

Decorator

Name of Decorator: _____

Phone Number: _____

Table Runners: _____

Table Overlays: _____

Chargers: _____

Decorating Information: _____

Payment

Direct Bill: _____

Night Of: _____

Who Will Be Paying Bill: _____

Separate Bills: _____

Additional Information