

Sunday, January 1st

172 guests (5p-7p)

Linen: Black
Napkins: Black
Uplights: TBD

Mocktails
White Bars

Photo area

8'
Bev Station

8'
Bev Station

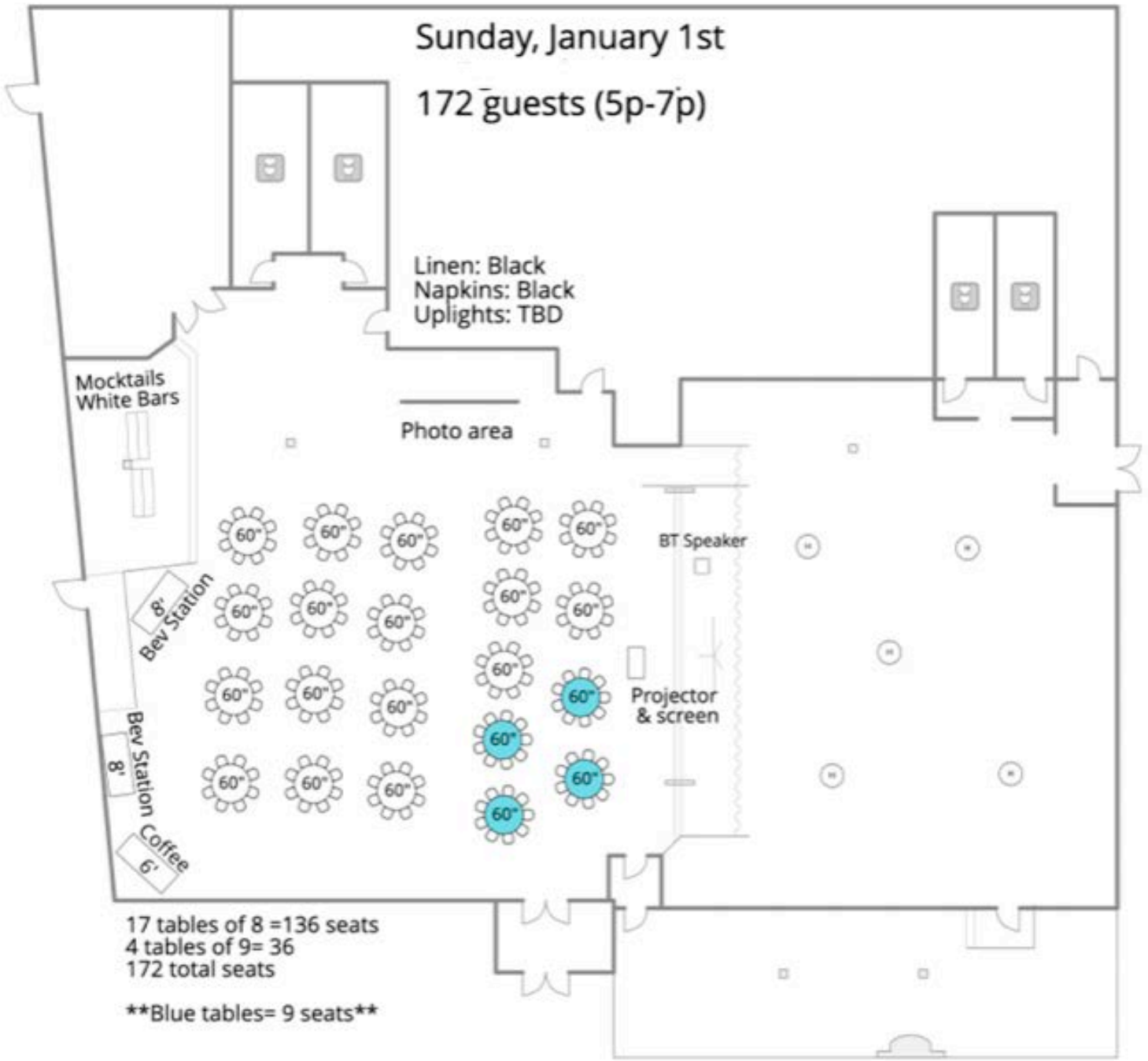
6'
Coffee

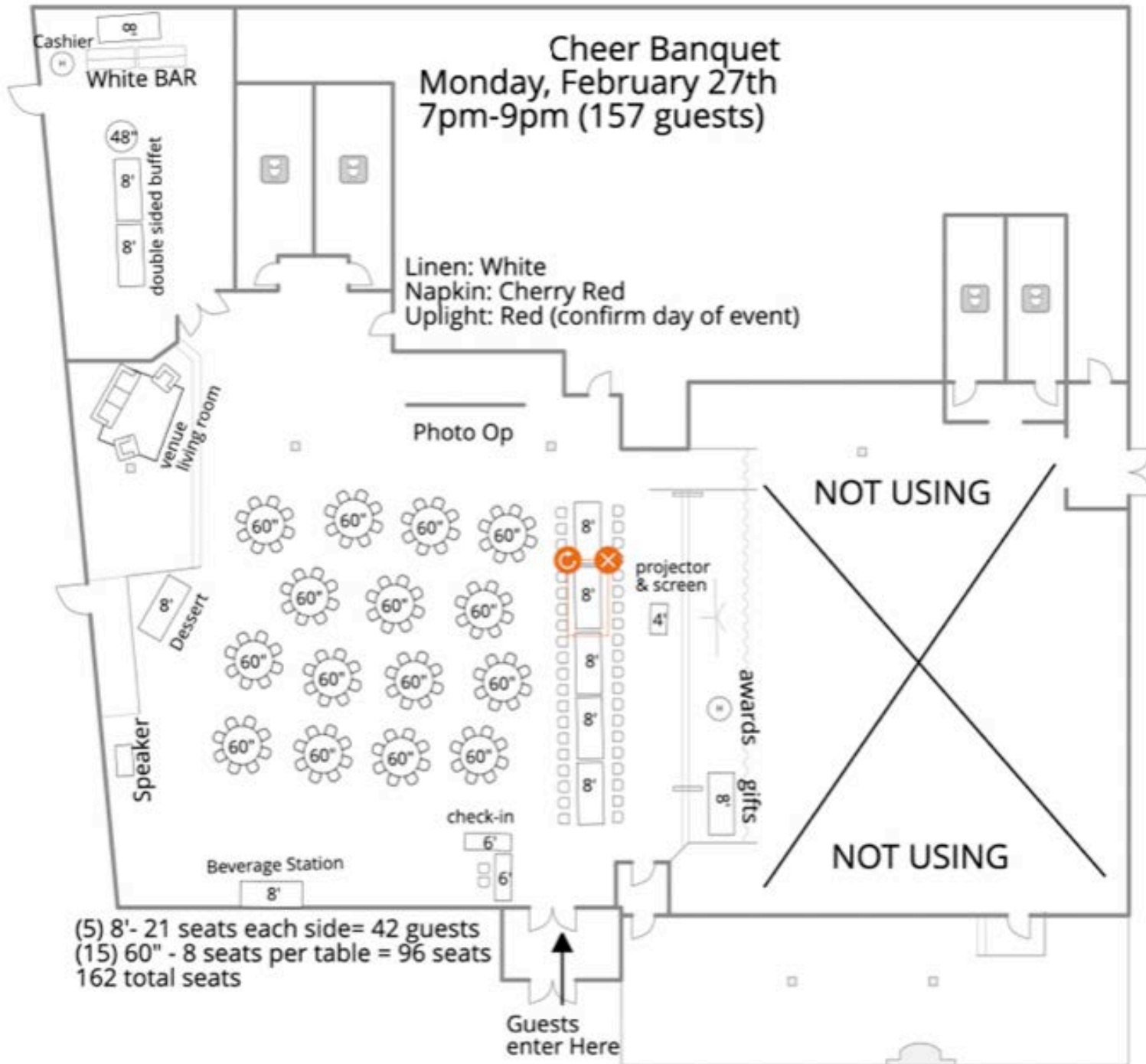
BT Speaker

Projector
& screen

17 tables of 8 = 136 seats
4 tables of 9 = 36
172 total seats

Blue tables = 9 seats





Dinner
Thursday, February 23
105 guests 6:00pm-9:00pm

Books

8'

8'

Linen: Black
Napkin: Champagne
Uplights: Gold
Mirrors & Gold & Silver votives
Preset: water, salad, flatware, dessert

Venue Set & ready by 5:40p

Photobooth

Brown Bars

Check In

projector
& screen

Venue living
Room

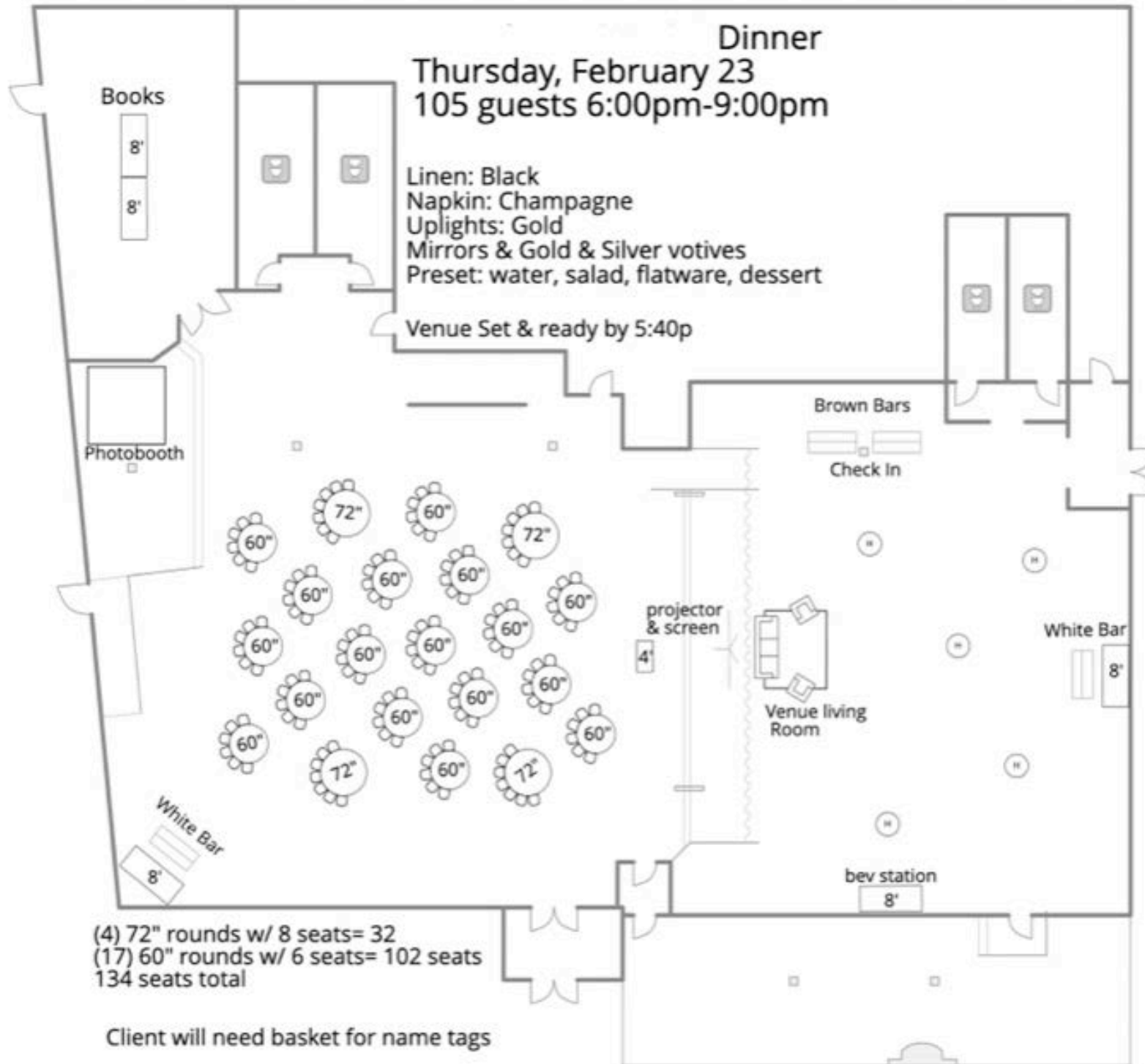
White Bar

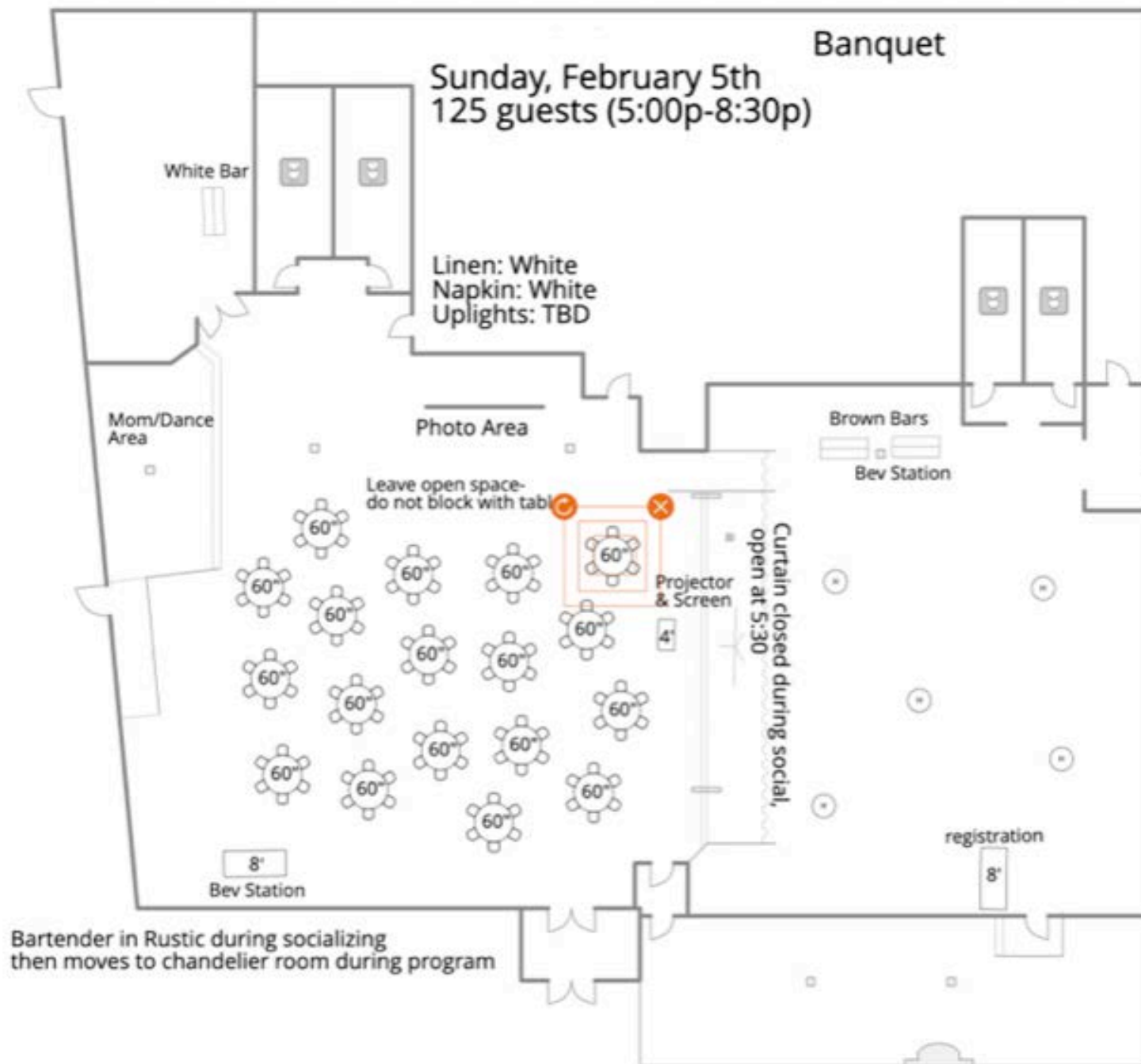
White Bar

bev station

(4) 72" rounds w/ 8 seats= 32
(17) 60" rounds w/ 6 seats= 102 seats
134 seats total

Client will need basket for name tags

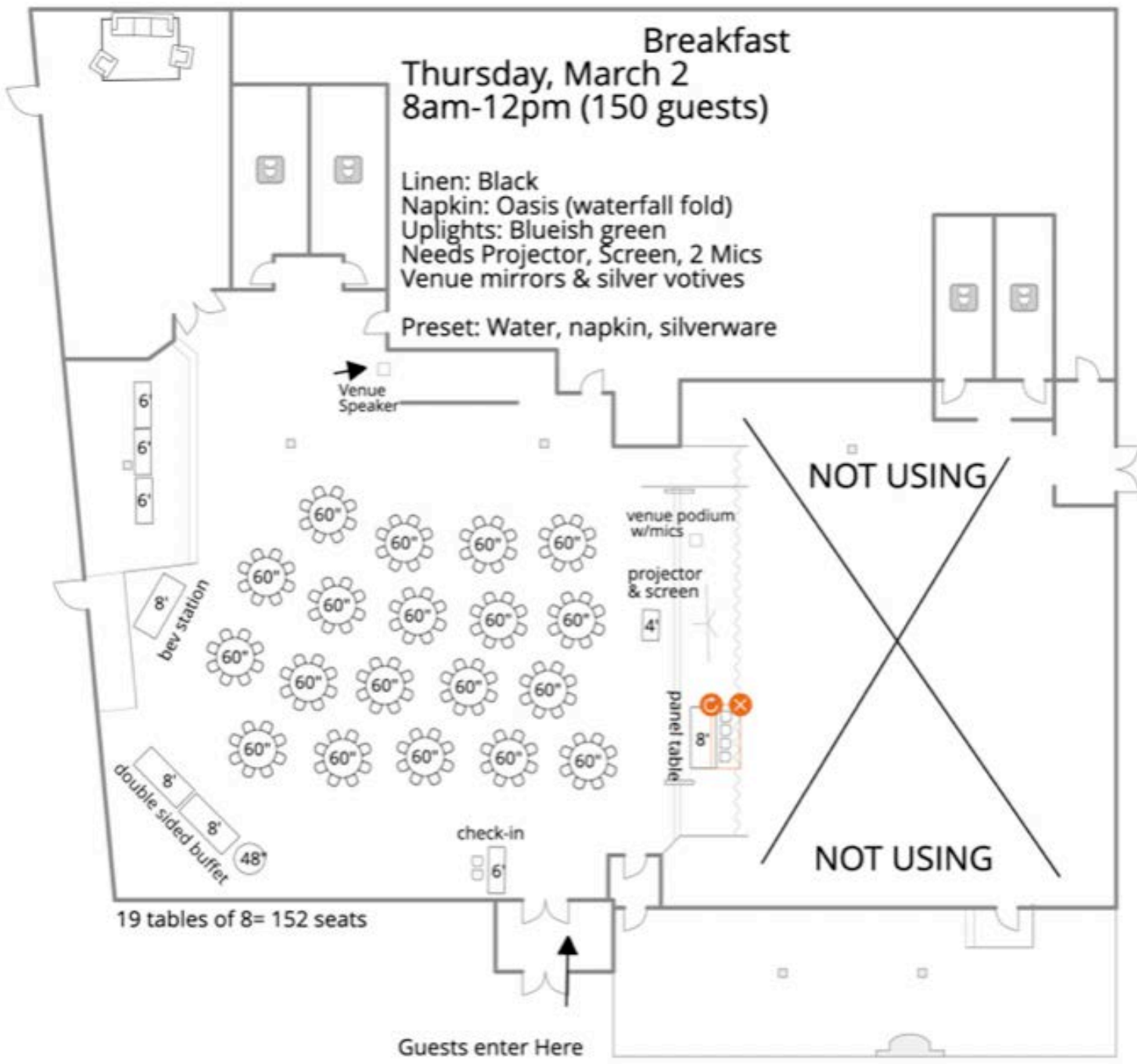




Breakfast
Thursday, March 2
8am-12pm (150 guests)

Linen: Black
Napkin: Oasis (waterfall fold)
Uplights: Blueish green
Needs Projector, Screen, 2 Mics
Venue mirrors & silver votives

Preset: Water, napkin, silverware



Venue Speaker

NOT USING

venue podium w/mics

projector & screen

4'

panel table

8'

NOT USING

check-in

6'

double sided buffet

bev station

6'
6'
6'

19 tables of 8= 152 seats

Guests enter Here

Banquet Tuesday April 4th 120 guests 6:00pm- 8:00pm

Plates
Server Assisted
8' 48"
Pasta Station

Preset Water
Linen: Black
Napkin: White
uplights: Red & White

A/V: Projector, screen, podium, 2 mics
Table number stands

Trophy showcase
8ft 8ft

venue to provide
BLACK pipe and drape

Giant Letters
(client to provide)

8ft
BEV station

Easel Stands Area

Registration
table
6ft

Guests Enter Here

NOT USING

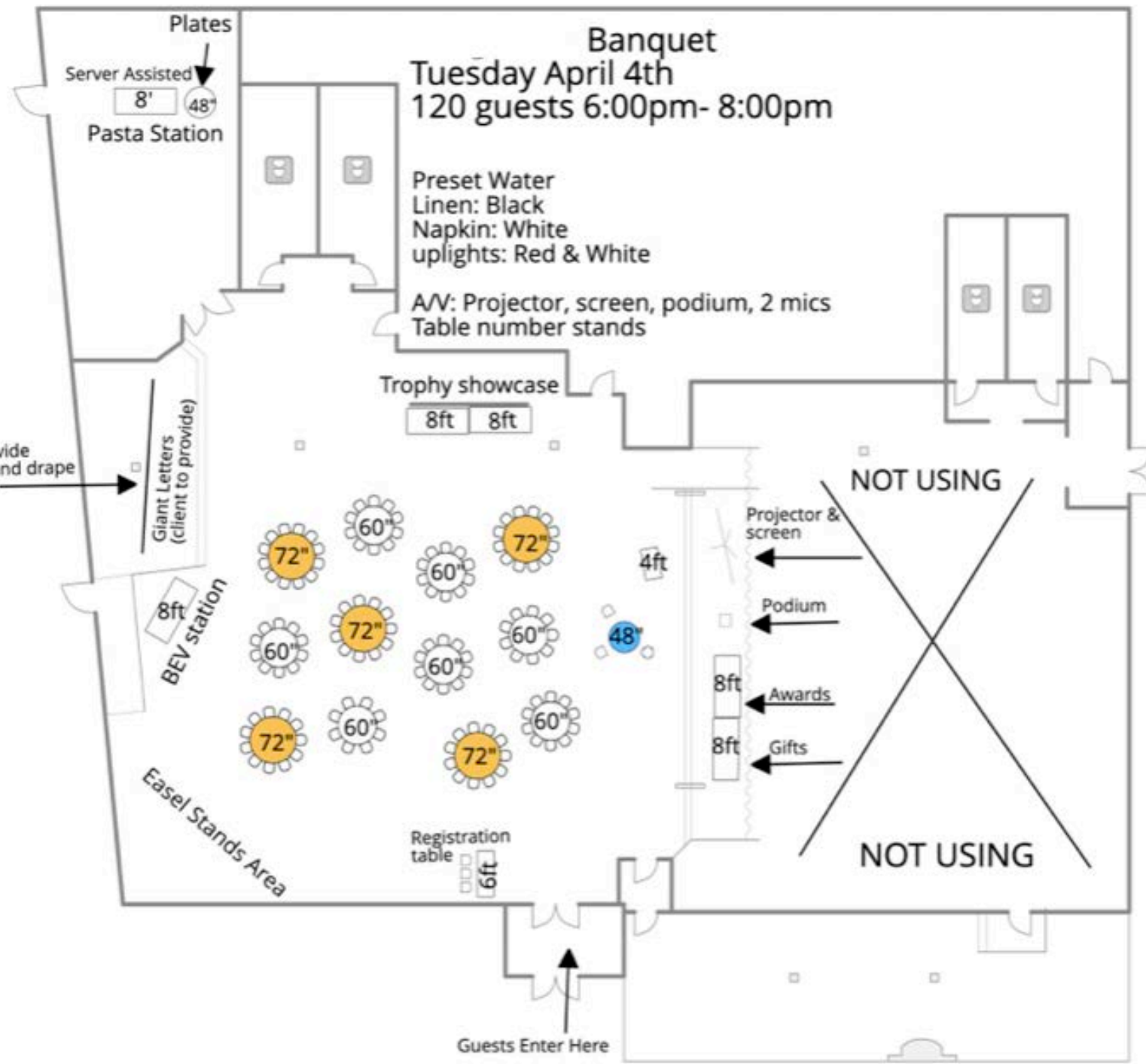
Projector & screen

Podium

Awards

Gifts

NOT USING



Educational Breakfast

Friday, May 12th
8am-1pm (125 guests)

Storage

Linen: Black or White
Napkin:
Uplights:

A/V: Projector, Screen, Microphones,

venue speaker

Client Banner

High tables
w/ grey stools

Beverage
Station

Breakfast Buffet

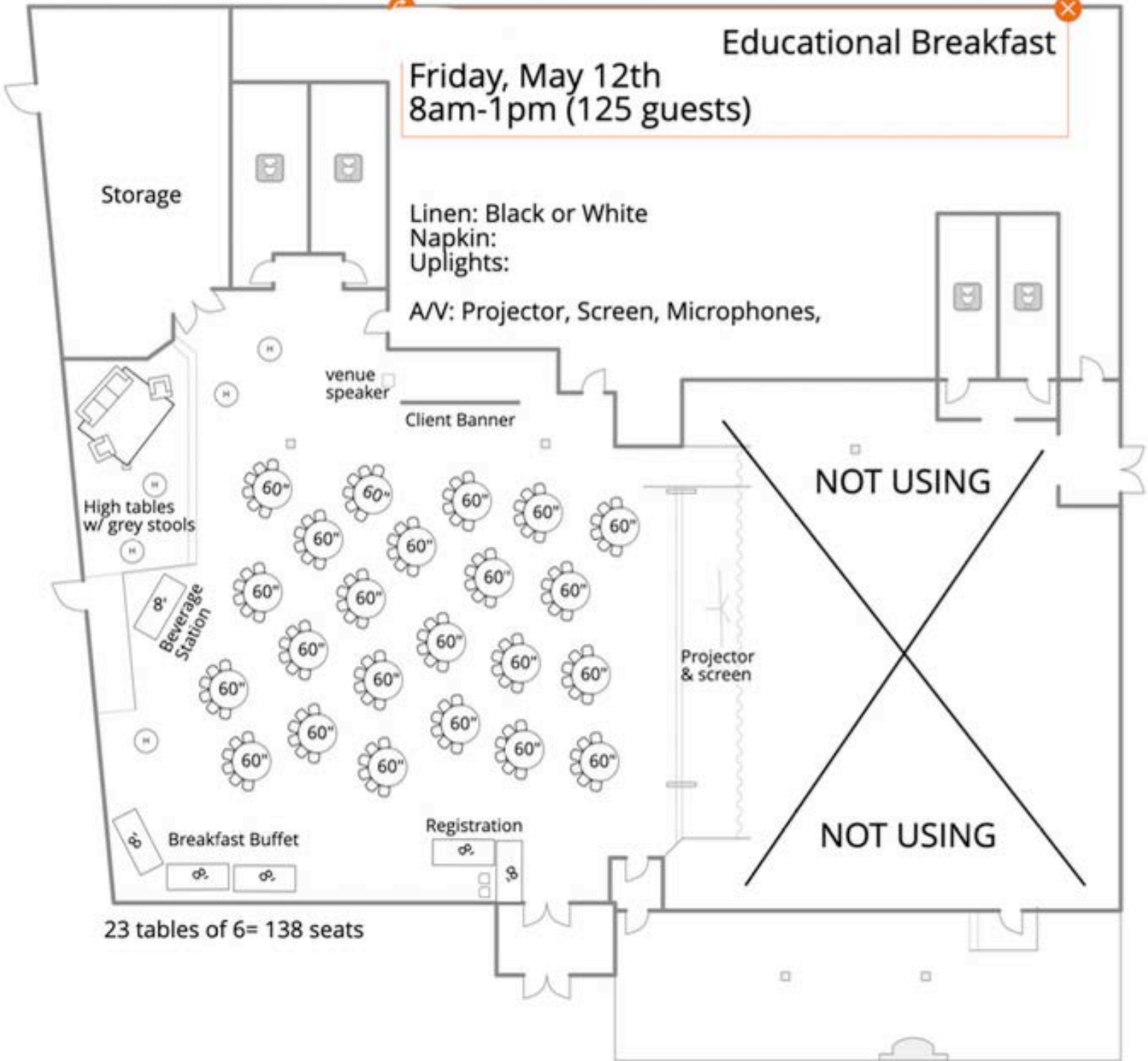
Registration

NOT USING

Projector
& screen

NOT USING

23 tables of 6= 138 seats



Seminar Breakfast

Tuesday, May 10th
50 Guests 8:00am- 12:00pm

White Linen
Black napkin- rollups at buffet
Uplight: blue
Need Projector screen
No Bar

NOT USING

Curtain closed
4 tall stools

6'
A/V table

8ft
Beverage
Station

8ft
8ft
Buffet

Fresh fruit tray
Biscuits
Nut Bread

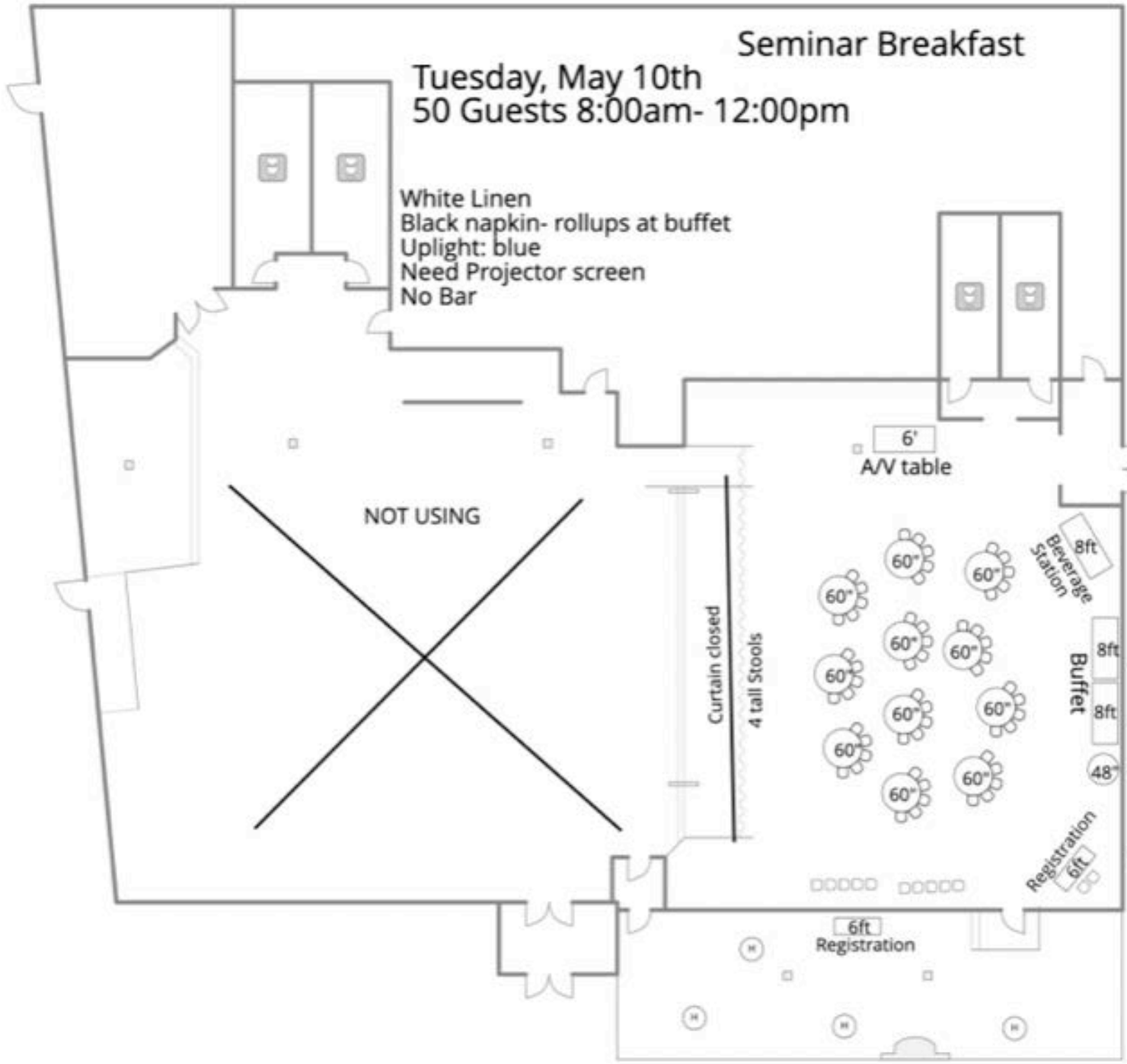
Classic Scramble

Plates

Togo Food at 12:30pm

Registration
6ft

6ft
Registration



Luncheon

Friday, October 28th
100 guests 11:00am-2:00pm

Linen: Black
Napkin: Pink
Uplights: Pink

White Bar
Bev Station

Double Sided Buffet

48" 8' 8'

NOT USING

Projector
& Screen

4'

podium

grey stools

NOT USING

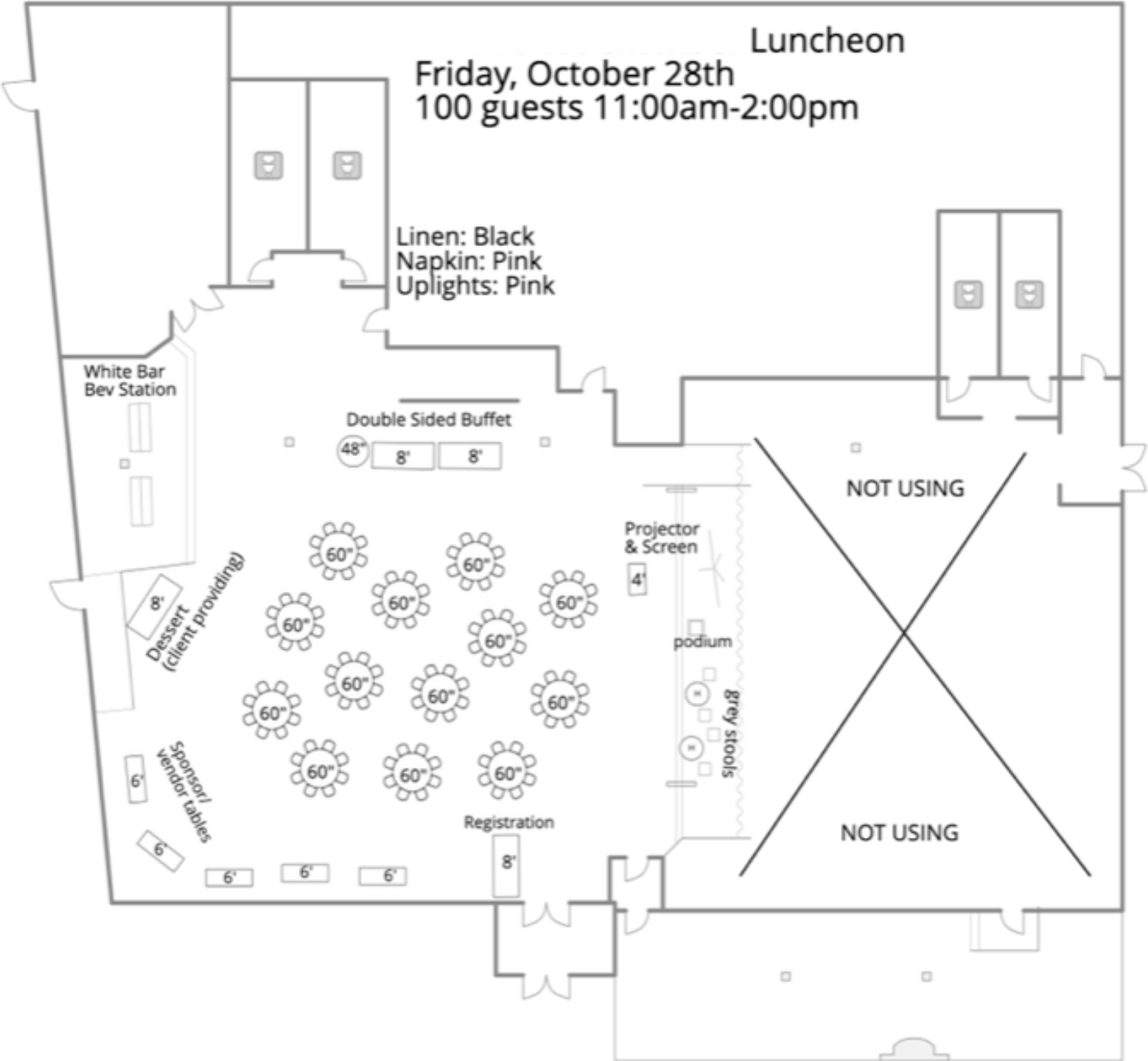
Dessert
(client providing)

Sponsor/
vendor tables

Registration

8'

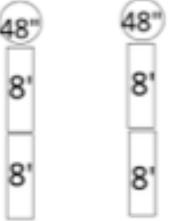
6' 6' 6'



Banquet

Thursday, October 6
99 guests 6:30pm-9:30pm

Buffet



Linen:
Napkin:
Uplights:
A/V:
DOC:

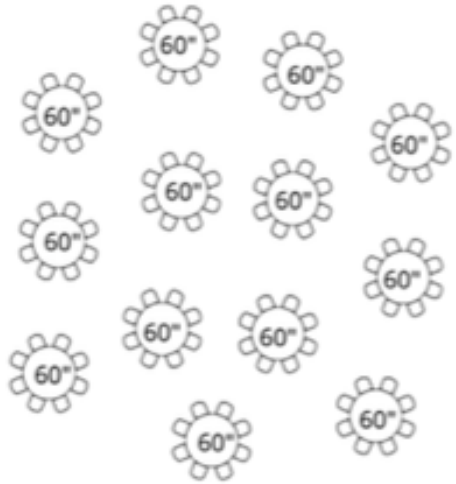
White Bars



Cash Bar Attendant

Dessert Display

Tea & Water



Venue podium + mics

Not Using

Not Using

Bistro Tables



Awards Lunch

Tuesday, Nov 15
10:30am-2:00pm (130 guests)

luggage holding area (if needed)

Linen: Red
Napkin: Blue
Uplights: #06

Photo Op

Dessert

8'
Bev Station

Plates
48"

8'
BBQ Buffet

BBQ Buffet
8' 8'

Plates
48"

Name Tags
8'

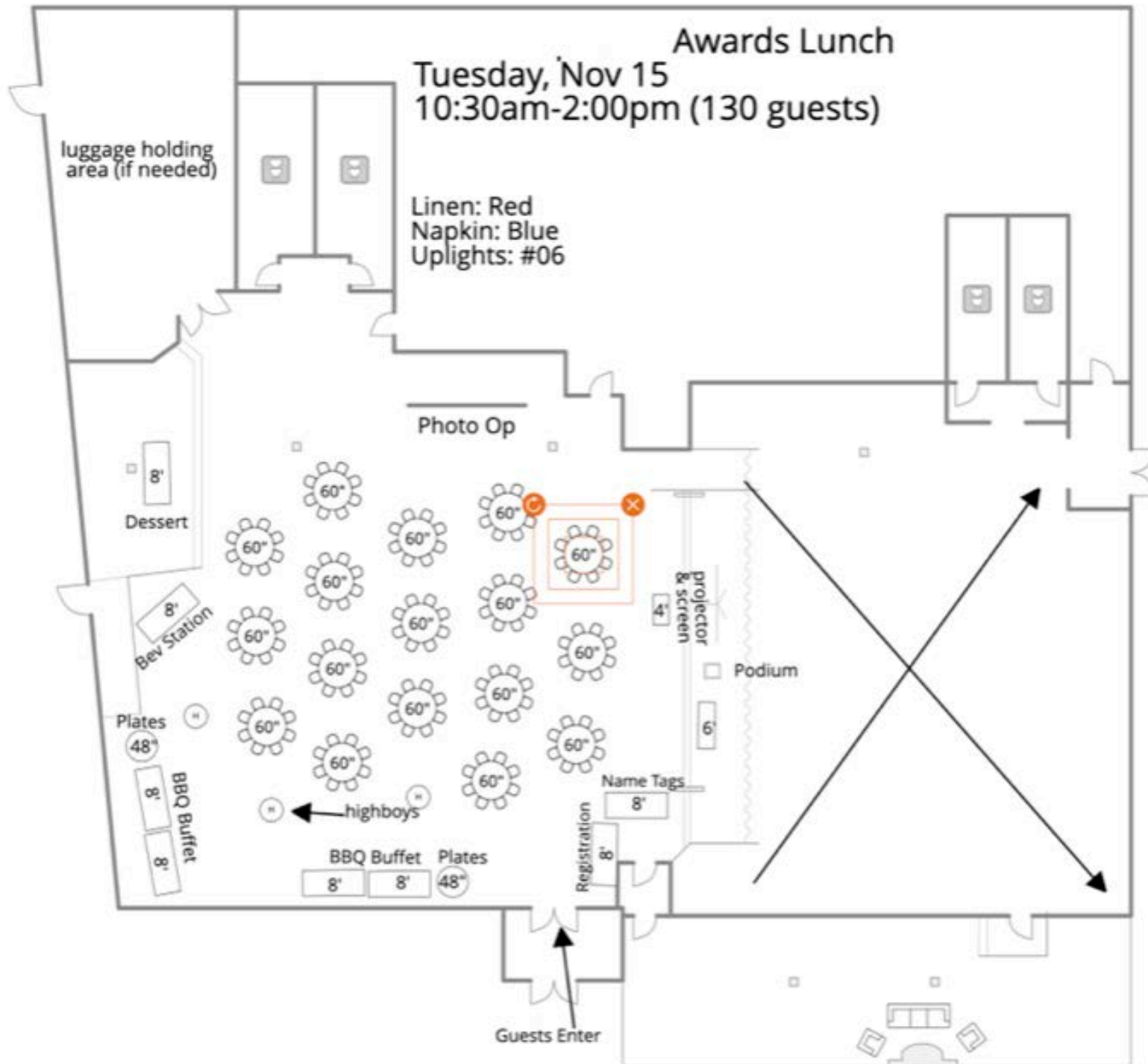
Registration
8'

4'
projector & screen

Podium

6'

Guests Enter



Networking Event Monday, November 14 70 Guests 3:00p-9:00p

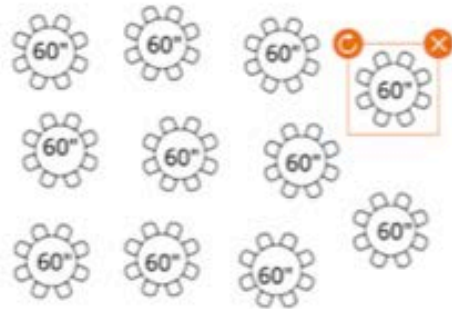
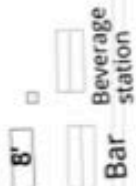
(4) 8' tables
14 chairs



Linen: Black
Napkin: White

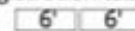
Uplights : Purple & Blue
60" rounds- 9 tables of 8

Beverage Station
on credenza



projector &
screen
Curtains Closed

Registration tables
6' 6'

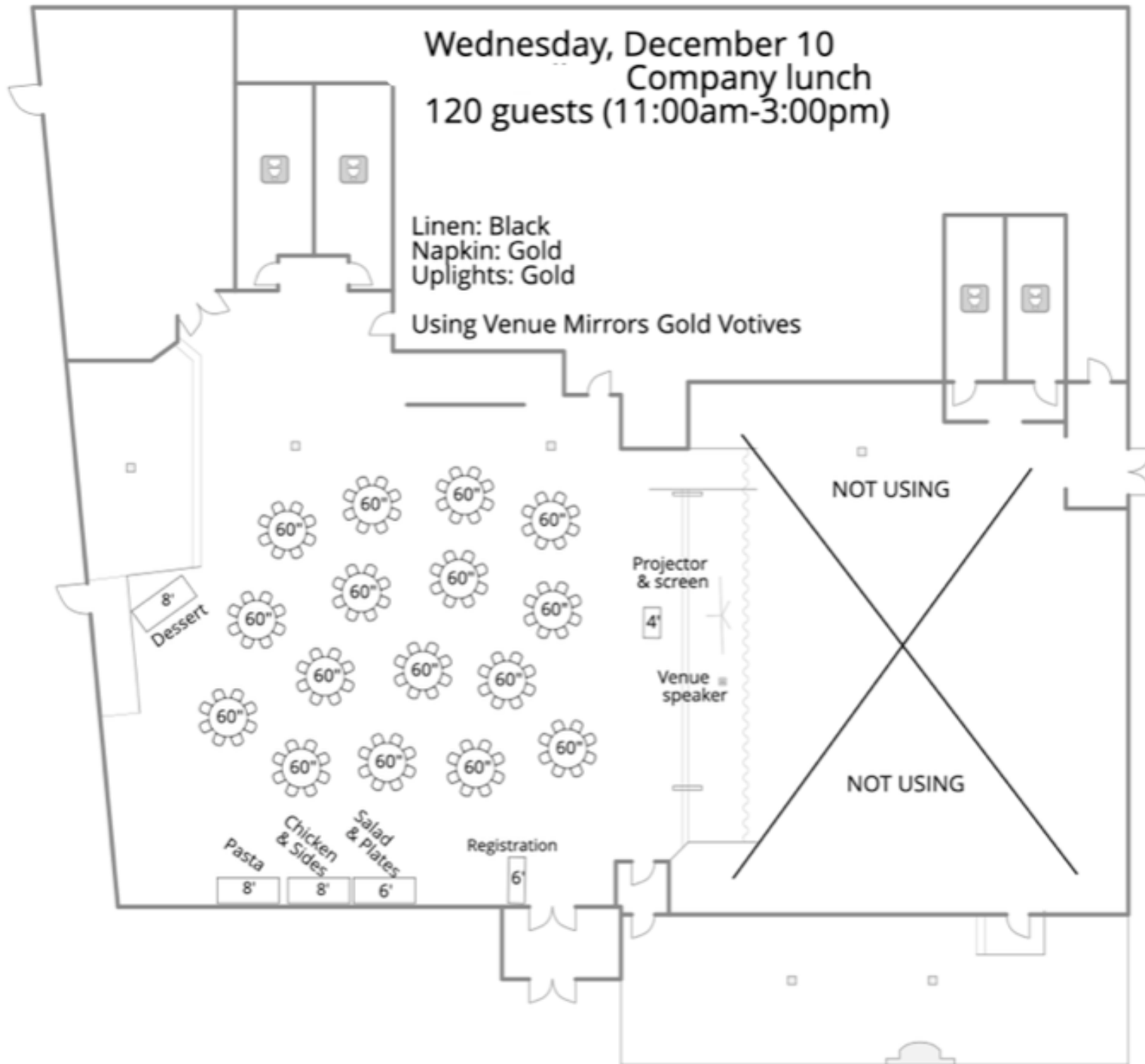


8'

Wednesday, December 10
Company lunch
120 guests (11:00am-3:00pm)

Linen: Black
Napkin: Gold
Uplights: Gold

Using Venue Mirrors Gold Votives

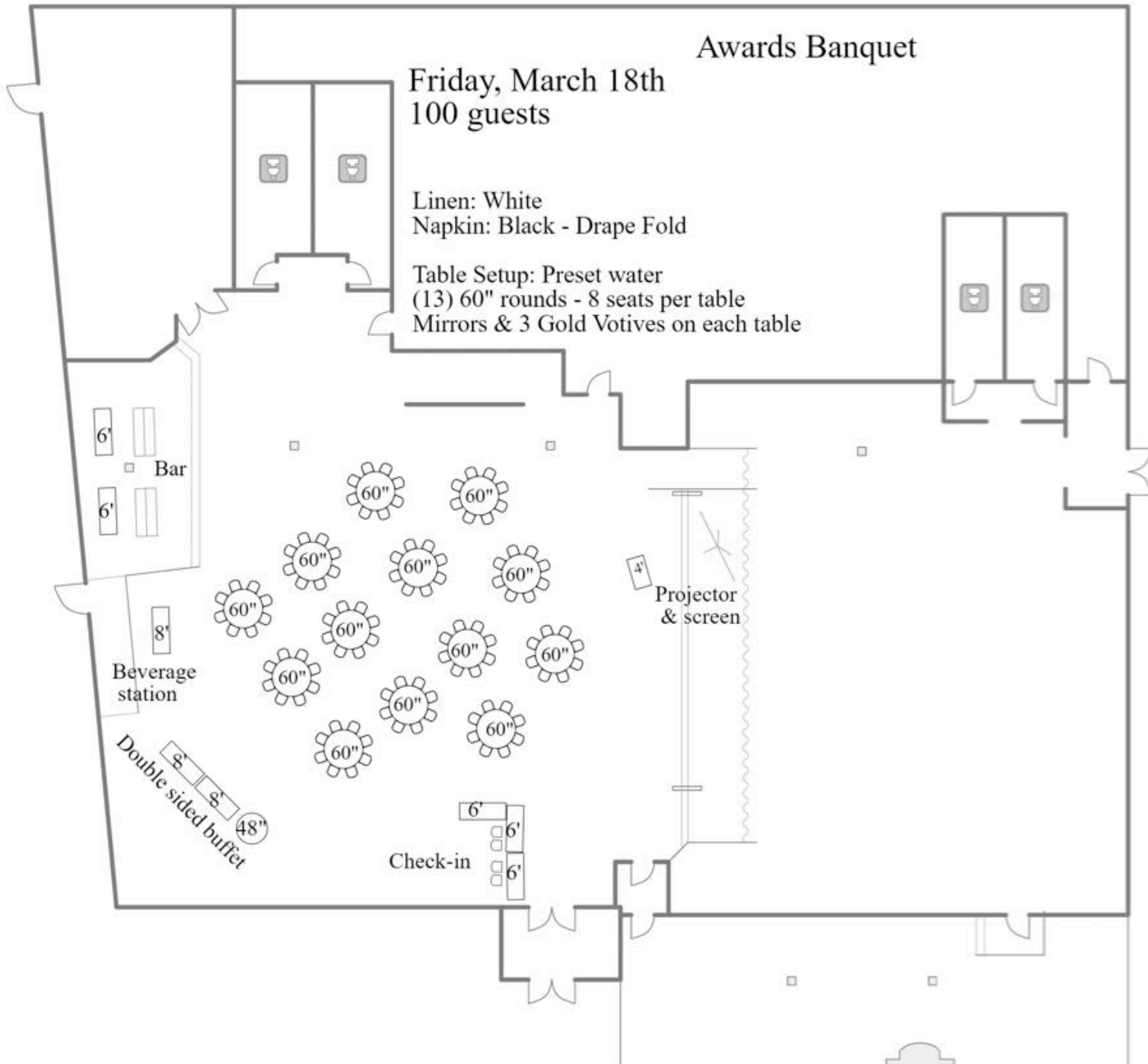


Awards Banquet

Friday, March 18th
100 guests

Linen: White
Napkin: Black - Drape Fold

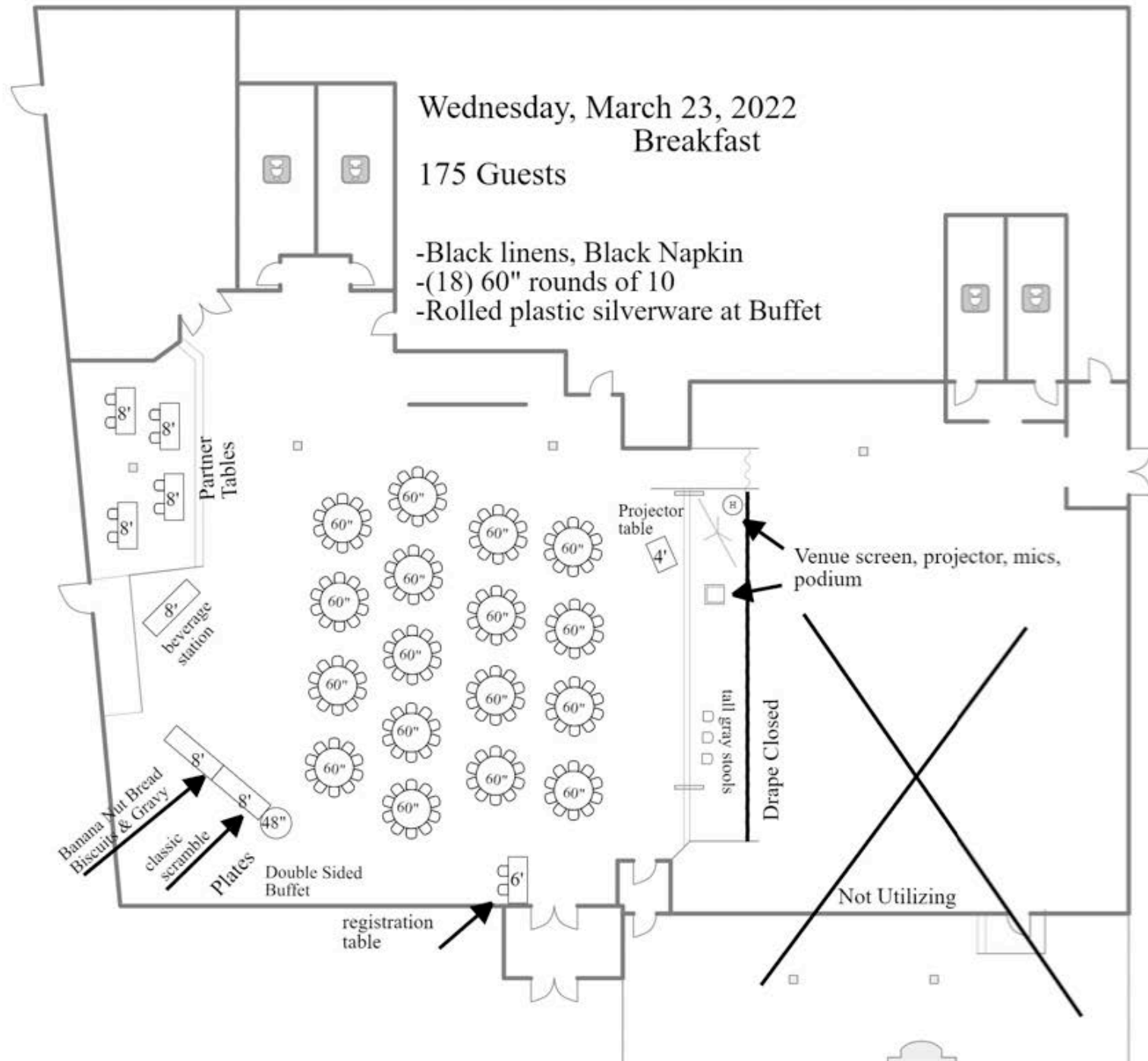
Table Setup: Preset water
(13) 60" rounds - 8 seats per table
Mirrors & 3 Gold Votives on each table



Wednesday, March 23, 2022
Breakfast

175 Guests

- Black linens, Black Napkin
- (18) 60" rounds of 10
- Rolled plastic silverware at Buffet



Seminar Luncheon
Thursday, April 21
100 guests 12:00p-2:00p

Linen Color:

grey bar stools

White Bars
Swag tables

BT Speaker

Projector
& Screen

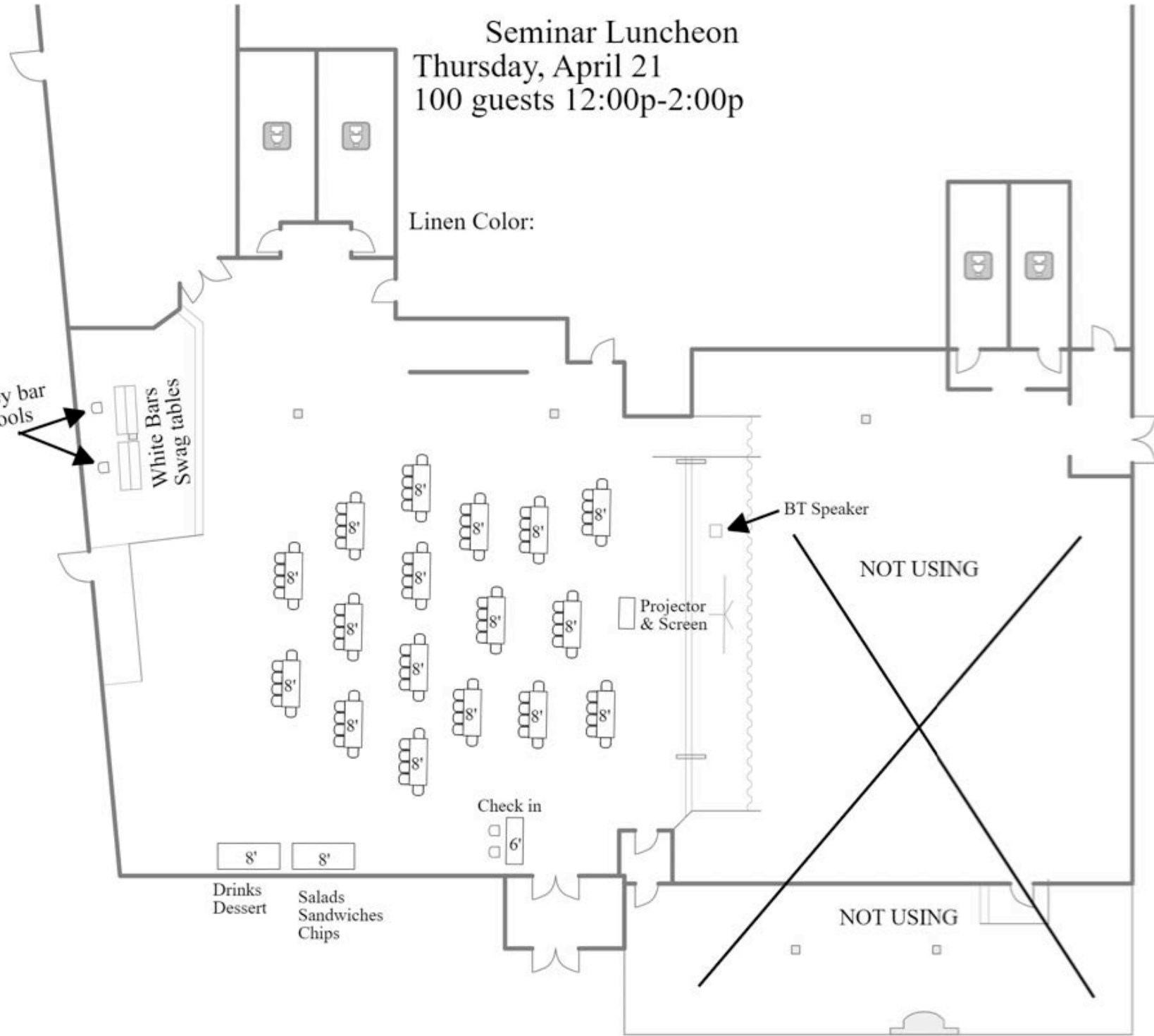
NOT USING

Check in

8' 8'

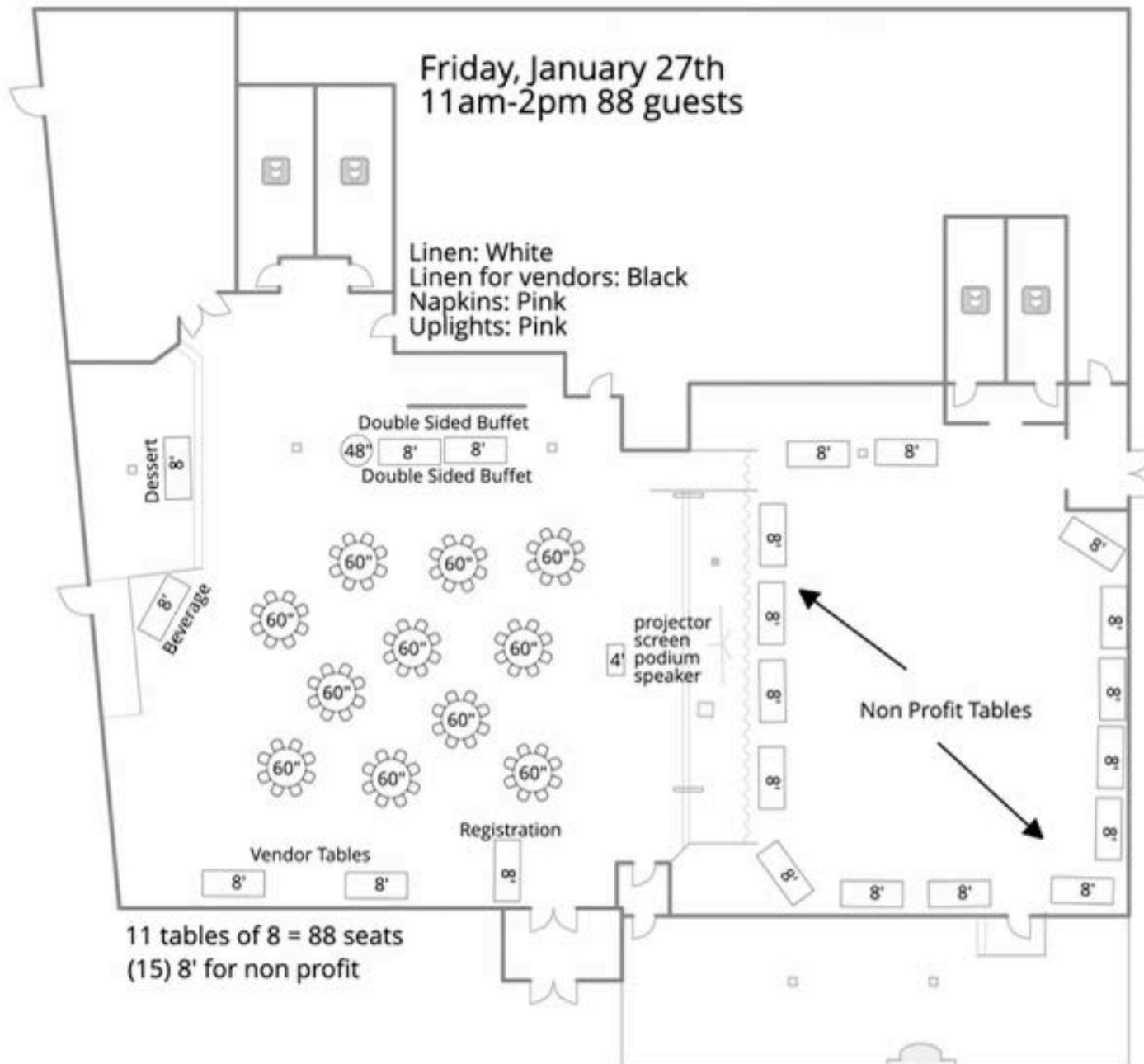
Drinks
Dessert
Salads
Sandwiches
Chips

NOT USING



Friday, January 27th
 11am-2pm 88 guests

Linen: White
 Linen for vendors: Black
 Napkins: Pink
 Uplights: Pink

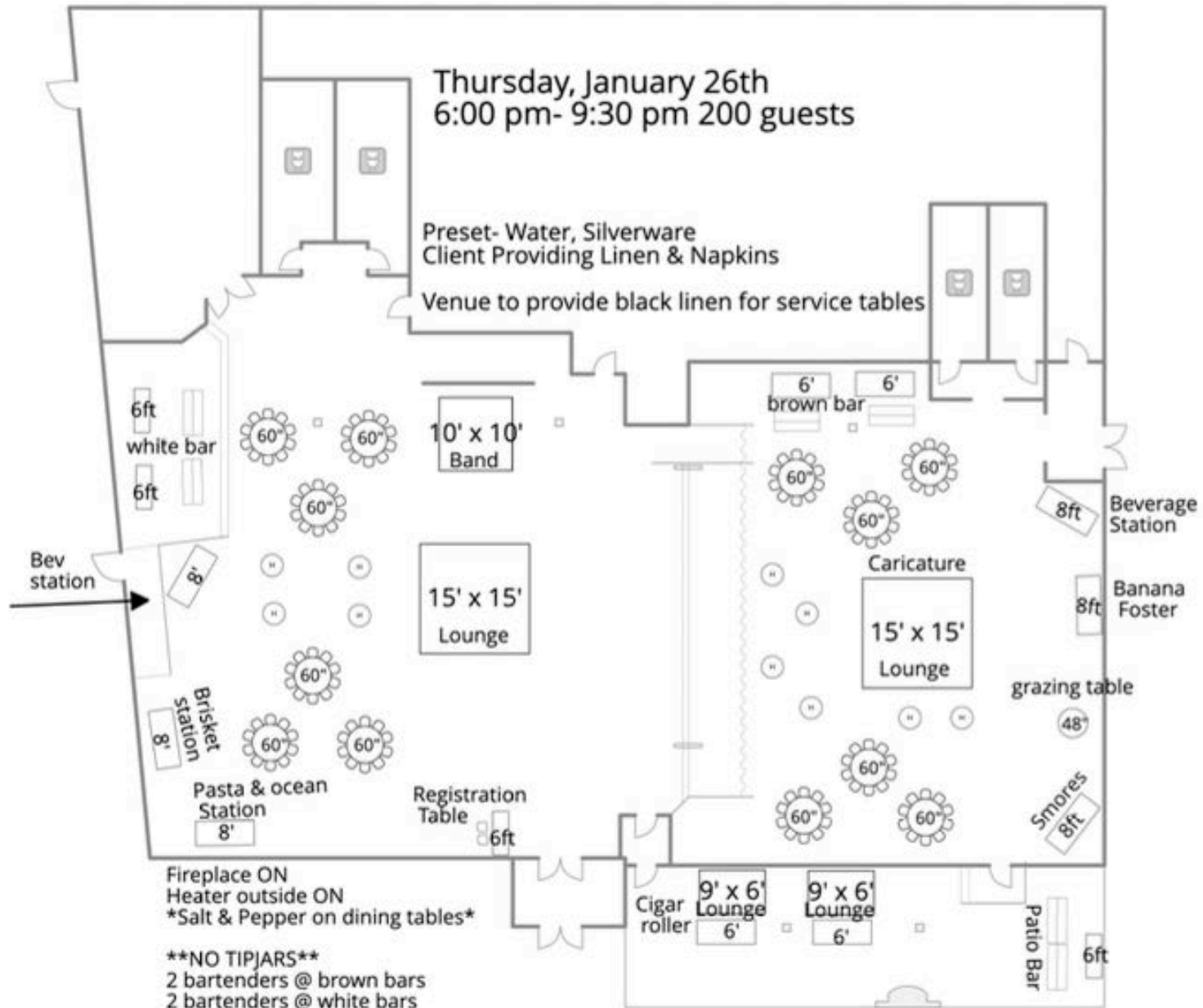


11 tables of 8 = 88 seats
 (15) 8' for non profit

Thursday, January 26th
6:00 pm- 9:30 pm 200 guests

Preset- Water, Silverware
Client Providing Linen & Napkins

Venue to provide black linen for service tables



Fireplace ON
Heater outside ON
Salt & Pepper on dining tables

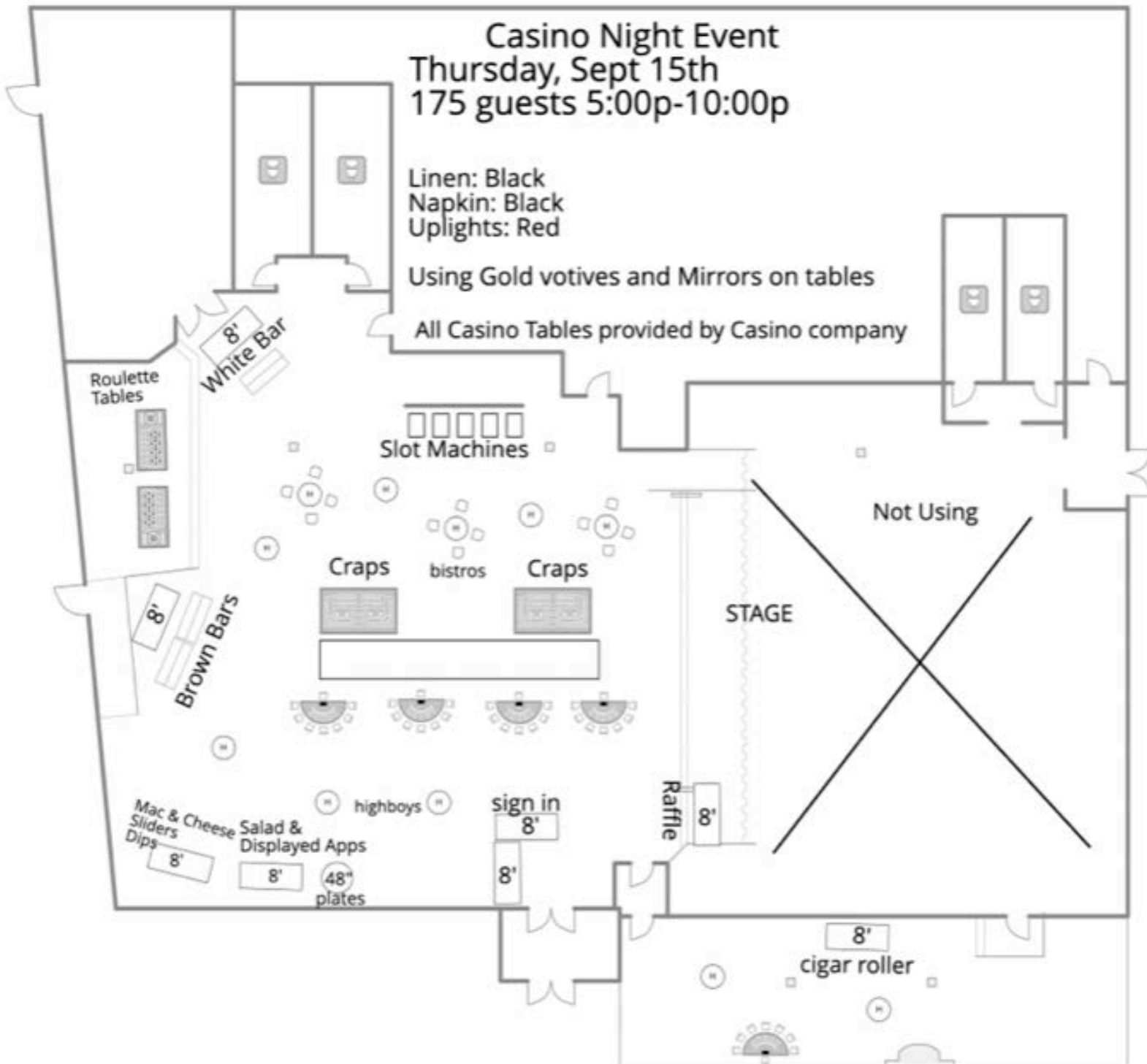
****NO TIPJARS****
2 bartenders @ brown bars
2 bartenders @ white bars
1 bartender @ Patio bar
client bringing mixologist for specialty drink

Casino Night Event
Thursday, Sept 15th
175 guests 5:00p-10:00p

Linen: Black
Napkin: Black
Uplights: Red

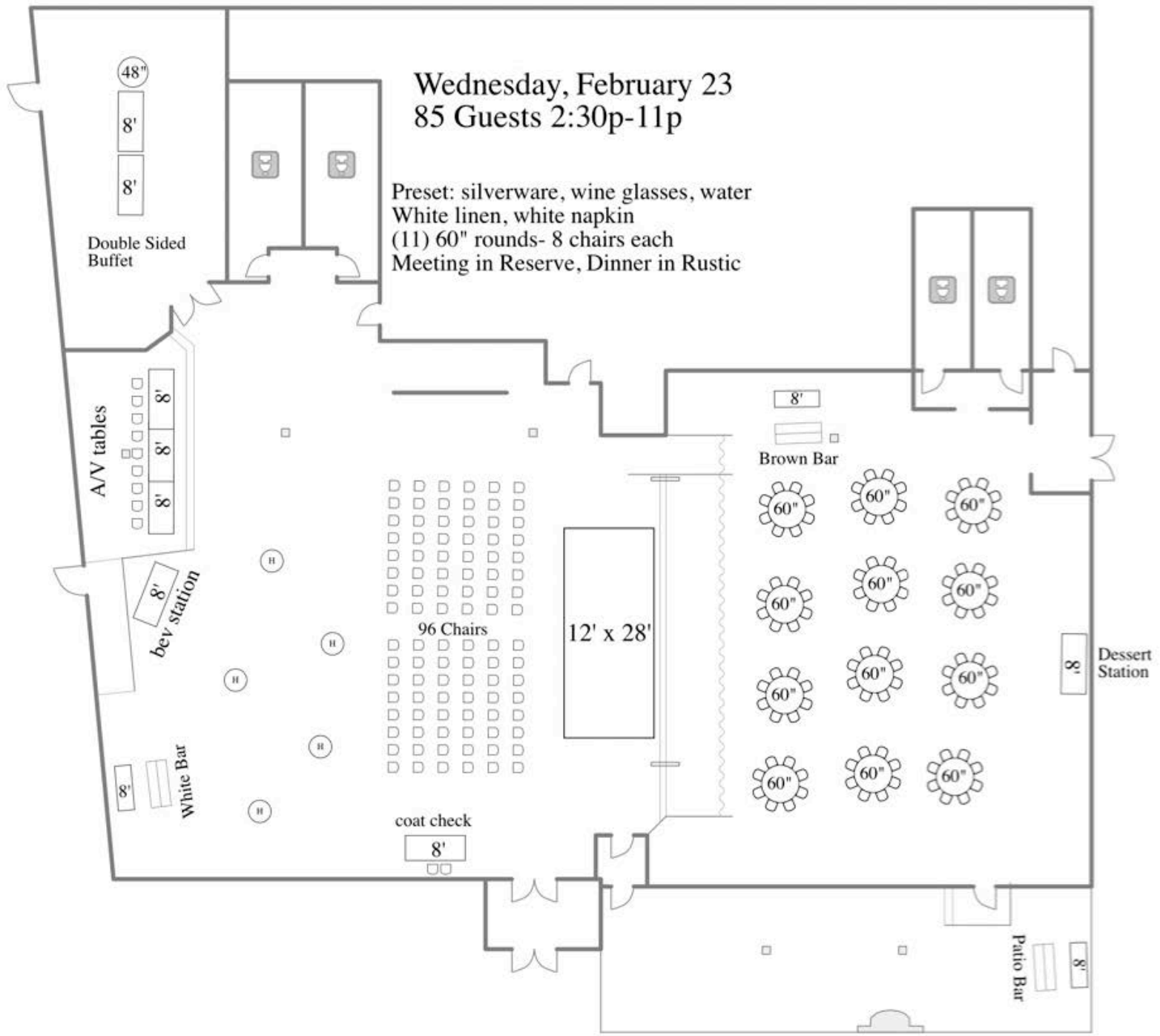
Using Gold votives and Mirrors on tables

All Casino Tables provided by Casino company



Wednesday, February 23
85 Guests 2:30p-11p

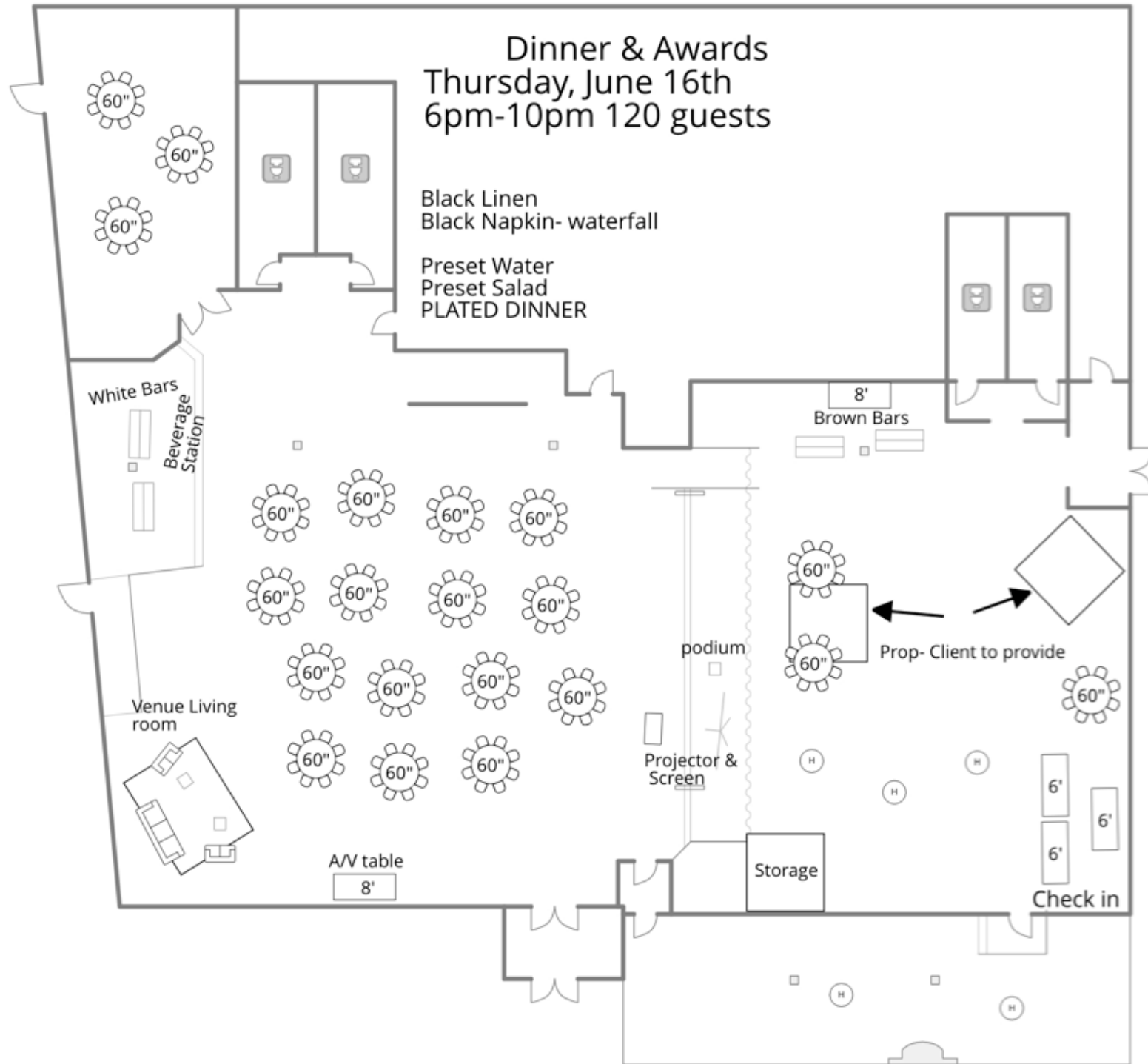
Preset: silverware, wine glasses, water
White linen, white napkin
(11) 60" rounds- 8 chairs each
Meeting in Reserve, Dinner in Rustic



Dinner & Awards Thursday, June 16th 6pm-10pm 120 guests

Black Linen
Black Napkin- waterfall

Preset Water
Preset Salad
PLATED DINNER



Meeting & Casino

Thursday, June 30th
105 guests - 9am-10pm

Storage

Linen: Black
Napkin: Black
Uplights:
A/V: projector, screen, 2 mics
Client providing speaker

Projector & screen

8'
Brown Bars
8'
Bev Station

panel seating and podium

Step & repeat

Power Station

6'
Food tables
8'

cocktail tables

Vendor
6'
Vendor
6'
Vendor
9'

Registration
8'
Vendor
6'
Vendor
6'

step and repeat

Patio

