

# New Client Information Sheet: Corporate Events

UNIQUE URBAN EVENTS & SPACES

*Ravenswood*  
EVENT CENTER

## Thank you for contacting us about your upcoming event.

By taking the time to fill this sheet out, you give us the information we need to plan a successful event for you.

### COMPANY INFORMATION

COMPANY NAME

PRIMARY CONTACT NAME

PHONE

EMAIL

ALTERNATIVE CONTACT NAME

PHONE

EMAIL

ADDRESS

STATE

ZIP CODE

May we send you Ravenswood Event Center Updates & Information?

YES  NO

*(We never share your information with any outside parties.)*

### GENERAL EVENT INFORMATION

*Please share the following information with us:*

Type of event you are planning?

COCKTAIL PARTY

SIT DOWN DINNER

BUFFET DINNER

OTHER

WHAT IS THE PURPOSE OF YOUR EVENT?

PREFERRED DATE

ALTERNATIVE DATE(S)

EVENT TIME: *START*

*END*

NUMBER OF ATTENDEES

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# New Client Information Sheet: Weddings

UNIQUE URBAN EVENTS & SPACES

*Ravenswood*  
EVENT CENTER

## FOOD & HOSPITALITY INFORMATION

Please share the following information with us:

WHAT TYPE OF MENU WOULD YOU LIKE?

What type of Bar Service are you looking for?

FULL: STANDARD OR PREMIUM

BEER & WINE ONLY

NO ALCOHOL

Would you Like Assistance with A/V & Presentation Services?

YES  NO

Would you like help with Décor Planning?

YES  NO

Would you like help with Entertainment Services?

YES  NO

Do you have a budget that you would like us to be aware of and work with?

YES  NO

PLEASE INDICATE A BUDGET RANGE

IS THERE ANYTHING ELSE YOU CAN TELL US THAT WILL HELP US BE A BETTER EVENT PARTNER?

## Thank you for taking the time to complete this information sheet.

Please give us a day or two to respond. We are typically available to give venue tours during daytime hours throughout the week and on Saturdays.

**ANDREW KALISH**  
**EXECUTIVE DIRECTOR & CHEF**  
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**EVENTS MANAGER**  
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