

# New Client Information Sheet: Weddings

UNIQUE URBAN EVENTS & SPACES

*Ravenswood*  
EVENT CENTER

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

*By taking the time to fill this sheet out, you give us the information we need to plan a wonderful wedding celebration for you.*

### BRIDE

NAME

PHONE

EMAIL

ADDRESS

STATE

ZIP CODE

HOMETOWN

### GROOM

NAME

PHONE

EMAIL

ADDRESS

STATE

ZIP CODE

HOMETOWN

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:*

PREFERRED DATE

ALTERNATIVE DATE(S)

EVENT TIME: *START*

*END*

NUMBER OF ATTENDEES

THE AGE RANGE OF YOUR GUESTS?

WHERE ARE MOST GUESTS COMING FROM?

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## FOOD & HOSPITALITY INFORMATION

Please share the following information with us:

WHAT TYPE OF MENU WOULD YOU LIKE?

WHAT ARE YOUR FAVORITE FOODS?

YOUR FAVORITE RESTAURANTS?

What type of Bar Service are you looking for?

FULL: STANDARD OR PREMIUM

BEER & WINE ONLY

NO ALCOHOL

Would you like to BYOB?

YES

NO

Would you like help with Décor Planning?

YES

NO

Would you like help with Entertainment Planning?

YES

NO

Would you like help with Lodging & Accommodations?

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

Please know that while our average Event Catering services run about \$125 per person — we do have the flexibility to accommodate most reasonable requests.

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**  
773.687.8417 Direct Line

**ALY MCKENZIE**  
**EVENTS MANAGER**  
773.388.2170 Main Office