

# **IRON TRAIL MOTORS** **EVENT CENTER**

## Event Checklist

Today's date: \_\_\_\_\_ Form filled out by: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date(s) of the event: \_\_\_\_\_

Type of events: \_\_\_\_\_

Number of guests expected: \_\_\_\_\_

Client contact info: Name; \_\_\_\_\_ Phone #; \_\_\_\_\_

Email address; \_\_\_\_\_

Events will take place in the following rooms/areas; \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Vendor load in info:

Date - \_\_\_\_\_ Time - \_\_\_\_\_ Door # - \_\_\_\_\_

Vendor load out info:

Date - \_\_\_\_\_ Time - \_\_\_\_\_ Door # - \_\_\_\_\_

Event Opens for Guests;

Date - \_\_\_\_\_ Time - \_\_\_\_\_ Door #(s) - \_\_\_\_\_ & \_\_\_\_\_

Event Ends for Guests;

Date - \_\_\_\_\_ Time - \_\_\_\_\_ Door #(s) - \_\_\_\_\_ & \_\_\_\_\_

Other important information regarding event; \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Specific set up requirements from Iron Trail Motors Event Center;

### Catering Equipment;

Rounds – How many \_\_\_\_\_

6' Rectangles – How many \_\_\_\_\_

Meeting Tables – How many \_\_\_\_\_

Banquet Chairs – How many \_\_\_\_\_

Folding Chairs – How many \_\_\_\_\_

Head table Yes / No – Seats for how many \_\_\_\_\_

Table clothes - Size \_\_\_\_\_ Count \_\_\_\_\_ Color \_\_\_\_\_

Napkins – Count \_\_\_\_\_ Color \_\_\_\_\_ Fold \_\_\_\_\_

Skirting; Yes / No Which tables \_\_\_\_\_

Pipe & Drape \_\_\_\_\_

Specifics on pipe & drape; \_\_\_ # feet Location; \_\_\_\_\_

Power Strips; Yes / No How many; \_\_\_\_\_

Easels; Yes / No How many; \_\_\_\_\_

Dance floor; Yes / No - Location; \_\_\_\_\_ Dimensions; \_\_\_\_\_

Podiums; Yes / No How many; \_\_\_ Where; \_\_\_\_\_

Projector; Yes / No How Many; \_\_\_\_\_ Location \_\_\_\_\_

TVs; – Which one(s); \_\_\_\_\_

Meeting room A/V; Yes / No Which Room(s) \_\_\_\_\_

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Coat Room; Yes / No – North / South Room

Coat Racks; Yes / No How many 1 2 3 or 4. Where; \_\_\_\_\_

Other Specifics; \_\_\_\_\_

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Food & Beverage;

Food

Outside caterer will be; \_\_\_\_\_

Caterer date and time in; \_\_\_\_\_

Caterer date and time out; \_\_\_\_\_

ITMEC responsibilities for this vendor; \_\_\_\_\_

ITMEC will provide; \_\_\_\_\_

Room set up for food includes; \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Beverage

Beverage service provided by; \_\_\_\_\_

Caterer date and time in; \_\_\_\_\_

Caterer date and time out; \_\_\_\_\_

ITMEC responsibilities for this vendor; \_\_\_\_\_

ITMEC will provide;

Type of beverage; \_\_\_\_\_

Service for \_\_\_\_\_ number of guests

Location of beverage service; \_\_\_\_\_

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Beverage service starts at; \_\_\_\_\_

Beverage service ends at; \_\_\_\_\_

Other Specifics; \_\_\_\_\_

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