

HOTEL HENRY

URBAN RESORT
CONFERENCE CENTER

FINAL EVENT CHECKLIST

ONE MONTH CHECKLIST OF INFORMATION TO BE PROVIDED TO HOTEL HENRY

Hotel Henry's Coordinators work with the information provided by our event clients or their planners, so the information should reflect the vision you have for your event. Please use the guide provided for your planning and see our checklist of items required by you in the last few weeks prior to your event.

DAYS OUT FROM EVENT	ITEMS NEEDED	DETAILS
30 DAYS	Vendor Contacts	Please provide a full list of your outside vendors & contact information. Vendors may include officiant, photographer, florist, bakery, DJ, party rental company, late night food vendor, etc.
14 DAYS	Guaranteed Final Count	Please provide your guaranteed guest count number. At this time your count may increase but NOT decrease. This is the guaranteed number you will be charged for.
	Signed BEO	Please provide your signed BEO with your guaranteed final number to confirm your menu selections are set, the count is accurate and you have met your minimum.
	Timeline	Please provide a comprehensive timeline in a document or email to your coordinator 14 days prior to your event. This important document should include set up schedules as well as the event timeline. This lays out your intended vision and flow of the event. This is the timeline that will be followed by your Event Captain in the set up and executing your event. Please ask your Event Coordinator for a template if you need.
7 DAYS	Entrée Counts	Please provide your entree counts at least 7 days prior to your event. Be sure to include your vendors meals and ALL dietary restrictions or requests in this count.
	Seating Chart & Place Cards	Please provide your table assignment list 7 days prior to your event, inclusive of the number of seats per table, meal choices, and any special instructions.
	Floor Plans	Please confirm your floor plan provided by our Event Coordinator 7 days prior to your event. This should include: <ul style="list-style-type: none"> ○ the room layout with tables, bars, dance floor, etc. ○ number of seats per table ○ table numbers
	Special Instructions	If you have approval of any special details to be handled by our Events Team, please be sure to include in your timeline or directly on this checklist. <ul style="list-style-type: none"> ○ place card placement ○ placement of centerpieces & table numbers ○ cake/dessert storage or plating ○ favor placement ○ photo table or decor set up

1 DAY	Meet Your Captain	The day before your event, you will receive an email introducing you to the Event Captains handling the execution of your event. At this time, you will communicate with them on any last-minute details.
	Supplies	Hotel Henry is happy to supply storage for your event supplies, such as table numbers, decor items, service pieces, etc. All items should be labeled and packaged for easy storage until set up begins.
	Payment	Final estimated balance will be due, along with a credit card to secure payment for any additional costs accrued during the event.
EVENT DAY	Nada!	With all of the above items addressed, your event day will be in good hands at Hotel Henry. Enjoy!