

# Corporate Event Checklist

From concepts to compliments – it's just that seamless! We are excited to work with you on your upcoming event at the Wyndham Gettysburg. For over 15 years, our event production and management team has specialized in artfully creating both large and intimate corporate and social events of all kinds.

Client Name:

Phone #:

Email:

Other Info:

Contact Person:

Phone:

Email:

Venue Contact for Event:

## GENERAL INFORMATION

Event Name:

Event Location:

Event Date:

Event Times:

Number of Guests:

Additional Info:

## GRAPHIC DESIGN

Invitations

Programs

Placecards

Name Badge

Signage

Collateral

Logo

Other:

## PRODUCTION ELEMENTS

Lighting

Audio/Visual

Pipe/Drape

Ceiling Treatment

## ENTERTAINMENT

DJ

Interactors

Team Building

Live Music

Speaker

Other:

## DÉCOR

Themed Décor

Centerpieces

Backdrop

Linens/Napkins

Tableware

Chairs

Chair Covers

Furniture

Other:

## COMMENTS

Desc:

Desc:

Desc:

Desc:

Desc:

Desc:

Desc:

Desc

Notes:

## MISCELLANEOUS

Photographer

Giveaways

Equipment Rental

Transportation

Awards

Favors

Type:

Where:

