

Date Taken \_\_\_\_\_ **RSVP *Event* Registration Information Needed**

Toll-Free Number \_\_\_\_\_

Account Number \_\_\_\_\_

**Event Coordinator:** \_\_\_\_\_

Phone Number - Res:(\_\_\_\_)\_\_\_\_\_ Work:(\_\_\_\_)\_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**EVENT Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Date of Event:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Time \_\_\_\_\_

**Location of Reception:** \_\_\_\_\_

Address: \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Location of Event:** \_\_\_\_\_ Time: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_



**Number of Invitations to be Mailed:** \_\_\_\_\_ **Verification of spelling of first and Last names for Place Cards** \_\_\_\_\_

**Final Printout of Guest List** \_\_\_\_\_ **Verification of dinner entrée** \_\_\_\_\_

**Differentiation of children and adults attending** \_\_\_\_\_



**Delivery of the name of the guest attending by:** Voice \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Time to email:** \_\_\_\_\_ **Date to begin:** \_\_\_\_\_

**Hotel/Motel Rooms being held at** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **St** \_\_\_\_\_

**Phone # to call** \_\_\_\_\_