

MONADNOCK & EVENT

Event Questionnaire

2019

Please visit monadnocktent.com for specific options and pricing to help you complete your questionnaire with as much detail as possible, then email it to us at monadnocktent@gmail.com so that we can provide you with an accurate estimate. We understand that things change as your wedding approaches, so please answer all questions with your best guess at this time; adjustments can always be made prior to your wedding date.

Event Date: _____

Name: _____ Organization: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Type of Event: _____

Event Venue (Site Name, Street Address, City, State, Zip):

Venue Contact Person (Name & Phone #): _____

**** If the venue is at a private residence, we will need to do an on-site inspection in order to process your estimate.****
Prior to an onsite inspection (if needed), delivery charge will be set at \$150 and up. (Subject to decrease or increase, based on results of inspection by owner.)

Party Planner (Name & Phone #): _____

Caterer (Name & Phone #): _____

Kind of Tent: Sailcloth Traditional Pole Tent Frame Tent **Do you want sidewalls?** Y N

Do you want lighting on the tent? Y N **What kind?** String (ping pong ball size) Globe (cantaloupe size)

Will the tent be set up on grass or pavement? Grass Pavement

How many guests will be attending? _____

Quest Tables? Y N **What kind?** Round Banquet(rectangular) Farm

Chairs? White Plastic Folding Fruitwood (brown wood) Garden White Garden Farm Benches

Do you want Tables for a Buffet? Y N **Do you need a Catering Tent?** Y N

Do you want a Bar? Y N **What kind?** Tiered Whiskey Barrel Cambro

Do you want a Dance Floor? Y N **Do you want a Stage for a band?** Y N

Do you need a table for the DJ? Y N **A Sound System?** Y N **For an iPod?** Y N

Will any of the tables be outside (not under cover)? Y N **Which Ones?** _____

Will you have adequate electricity for any lights or sound systems, or will you need a Generator?

_____ Adequate Electricity _____ Need Generator _____ Not Applicable

Will you want tablecloths? ___ Y ___ N **What Size Drop Length?** _____ ¾ Length _____ Full Length

What Color(s)? _____

Color Options: werentlinens.com/collections/ **Pricing and Sizes:** monadnocktent.com/linens/

Will you need Tableware? ___ Y ___ N **Tableware options:** monadnocktent.com/dinnerware/

What specific Tableware items will you need?

Please note that all outdoor events with Tableware are required to have a drop off/pick up station approved by MT&E.

Once an onsite inspection has occurred, and you have confirmed your order, we will create a Floor Plan for your event (if applicable). Please provide any special requests, or any other information that you feel is important.
