

Thank you for having your event at The Withrow! In order to ensure your event goes smoothly, we ask that you finalize the details for your event! This event sheet is due **2 weeks** prior to your event. If you have any questions while filling this out, please let us know!

Question (Sample in RED on How to Answer)

1. **Event Date (Saturday Dec. 2nd):**
2. **Event Setup Time (10am)** *All event setup times can be as early as 10am the day of. If you would like to setup at 8am, there is a \$100 an hour charge. Please indicate here if you would like to pay this.:*
3. **Beverages During Setup** *You are allowed to bring food during setup. Please note, no coolers are allowed inside. Even if it is just food. If you would like pop, bottle water or booze available (mimosas, etc.), indicate here:*
4. **Table Linen Color** *Choices are black, white or Ivory (Black):*
5. **Decorations requested (Chair covers at \$2 per chair, Sashes \$1 per chair, Ceiling Draping \$500):**
6. **Ceremony: (Yes or No):**
 - a. **If yes, inside or outside:**
 - b. **How many chairs:**
 - c. **Ceremony start time:**
 - d. **Bar at Ceremony** *We do offer outside bar services for an additional \$200 charge:*
7. **Guest Arrival Time (if no ceremony) (6pm)** *Our bartender will arrive 1 hour prior to guest arrival, please note we will NOT be set up fully any sooner than guest arrival time:*
8. **Number at Head Table (10):**
9. **Guest Count, besides the head table (257 guests):**
 - a. **Please note, there are 8 guests per table. To calculate how many rounds, take your guest count, minus the head table, (if under 350) and divide by 8, then add 1.**
10. **Beverage Selection (Cash bar, Social Hour, Beer/Wine, N/A Beverages, etc.)**
 - a. **Pop** *Available at \$1.50 per guest. Unlimited all night.*
 - b. **Kegs** *\$350 per keg. We will have one on reserve of Mich Golden or Coors Light:*
 - c. **Wine** *\$28 per bottle for 1.5 liter of house red or white. Please indicate how many of each red and white:*
11. **Caterer's Name** *We may ask for proof of license from them.:*

12. Dinner Time:

(Note) If you bring in your own dessert, make sure to bring in your own paper plates, plastic forks, napkins and a knife to cut the dessert. We do not have these supplies onsite.

- 13. Event end time (11pm)** *All events can run until midnight if desired. This is a set time and all guests will be given a last call 15 minutes prior to this end event time.:*

14. Any Special Instructions:

14 days prior to the event or sooner, please email this form filled out to weddings@thewithrow.com

Thanks! All payment is due after the finalization of the invoice that will follow this sheet.