

CAMARILLO RANCH EVENT PLANNER

EVENT DATE _____

THIS DOCUMENT IS DUE: _____

CONTACT PERSON: _____

PHONE: _____

REHEARSAL DATE & TIME: _____ SET-UP TIME: _____

Brides arrival time: _____ Will bride use bride's room? _____

EVENT VENUES TO BE USED:

EAST LAWN TIME: _____

WEST LAWN TIME: _____

HOUSE TIME: _____

FRONT LAWN TIME: _____

BARN TIME: _____

EQUIPMENT NEEDED:

EAST LAWN (chairs only): _____

FRONT LAWN (chairs only): _____

BARN: Tables _____ Chairs _____

SECURITY COMPANY _____ Number of Guards _____

PHONE # _____ ARRIVAL / DEPARTURE TIMES _____

VENDORS

COORDINATOR _____ PHONE # _____ ARRIVAL TIME _____

CATERER _____ PHONE # _____ ARRIVAL TIME _____

BARTENDER _____ PHONE # _____ ARRIVAL TIME _____

SOUND/DJ _____ PHONE # _____ ARRIVAL TIME _____

EQUIPMENT _____ PHONE # _____ ARRIVAL TIME _____ PICK UP _____

FLORIST _____ PHONE # _____ ARRIVAL TIME _____

CAKE _____ PHONE # _____ ARRIVAL TIME _____

PHOTOGRAPHER _____ PHONE # _____ ARRIVAL TIME _____

NOTES

