

Porta Bella's Banquet Planning Guide

Porta Bella wants to ensure that your party is to your satisfaction. There are many questions that need to be answered. We have prepared the following planning guide to assist you in making your event a success.

Please email the form to portabella@portabellarest.com or mail.

This form needs to be returned to us no later than 45 days prior to your event.

Name _____

Room(s) requested _____

Day and Date of the event _____

Event type (graduation, wedding, business) _____

Time schedule

Starting and ending times _____

Arrival Time _____

Cocktail Hour _____

Appetizer serving time _____

Sit down dinner or buffet starting time _____

Dessert serving time _____

Start and ending times of music _____

Presentation/speeches (time) _____

Will you be decorating? See page 4 for instructions. When? _____

Will there be a late night buffet? When? _____

List of outside vendors and their telephone numbers. ***Vendors are required to contact us 2 weeks prior to event to schedule delivery times and sign letters of agreement.***

Number of guests

Adults _____

Children _____

Number of highchairs/booster seats _____

Handicap _____

Table Arrangements

Sit down or buffet _____
Number of guests per table- Max=8, please consult banquet manager _____
Tablecloth color (ivory is standard) _____
Napkin color (burgundy is standard) _____
Will you need a head table? How many guests? _____
For appetizer parties, will you want tablecloths? _____
For cocktail parties, do you need cocktail tables? (additional charge of \$20/table).
How many? _____
Are you going to need extra tables? (gift, favors, guest book, cake) _____
How many and for what? _____

Bar Arrangements

Who's paying (Cash or host sponsored bar) _____
Host sponsored bar
Beer/wine and liquor choices _____
Will you be providing Non-alcoholic beverages? _____
Drink exclusions (shots, top shelf) _____
Do you need drink tickets? How many per person? _____
Wristbands? _____
Will appetizers be served during cocktail hour? Serving time? _____

Appetizer Menu choices (include quantities)

Menu choices

Salad (choose one salad) _____
Dressing choices (limit 2) _____

Entrée Choices

For parties of 25 or less, limit of 4 menu choices
For parties of 26 or more, limit of 3 choices. Please indicate how many
of each item you would like.

Entree choices

_____ Qty _____
_____ Qty _____
_____ Qty _____
_____ Qty _____

Any dietary concerns? _____
 Please have guests with dietary concerns, contact the banquet manager directly.
 Do you need Children's menus? How many? _____
 Menu choices _____

 Late Night menu choices _____

Dessert choices (limit 2)

 Will you be bringing a cake or dessert? When? _____
 All outside cakes or desserts require a receipt from a licensed facility.
 There will be a \$1.50/guest plating charge on all cakes or desserts brought in.
 The plating charge will include coordinating with the outside vendor, staff, plates, silver and napkins.
 Do you need a cake table? _____
 Do you want coffee service with the cake? _____
 Caterer's name and telephone number _____
 Will there be a cake cutting ceremony? What time? _____

Audio/ Visual

Music and audio visual (please refer to page 3 for policies)

Will you have a DJ or live music? _____
 If so, what time will the music start and end? _____
 Will you need a dance floor? _____
 Will the DJ be bringing in additional lighting? _____
 Will there be a photo booth? _____
 Will you need a wireless microphone? _____
 Do you prefer a hand held or clip-on mic? _____
 Will you be using an iPod or computer for music? _____
 Will there be a speaker or presentation? If so, when? How long? _____
 Will you need audio/visual for a slide show or presentation? _____
 Type of Computer (Mac or PC)? _____
 Will you need monitors for a slide show? _____
 Will you need audio with it? _____
 Will you need a podium? _____

Payment Information

Who will be paying the bill? _____

Due to the additional amount of time required to do separate checks, separate checks are limited to groups less than 20. There will be an additional \$3.00/guest service charge for separate checks.

Will there be separate checks? _____

Credit card information

Acct # _____

Expiration date _____

Security Code _____

Billing address of card _____

Timetable of deadlines:

(Please refer to page 17 of policies for detailed instructions)

45 days out- planning guide is due-Banquet contract will be prepared for your approval.

30 days prior- Banquet contract and balance is due. Balance will be charged to the above credit card unless other arrangements have been made.

14 days prior- Final guarantee of guest counts and confirmation of entrée selections

7 days prior- Last minute changes to event.

By signature, the guest acknowledges and accepts Porta Bella's policies as outlined in the banquet packet dated December 2019.

Guest Signature _____ Date _____

Thank you for taking the time to fill this out. It will help us out immensely in preparing for your party. Once I have received this planning guide, I will prepare your banquet proposal. If you have any questions or concerns, please call me at (608) 256-3186.

Edward Shinnick

December 2019