

Event Checklist and Planner

The dedicated staff here at Hibbing Park Hotel & Suites is committed to doing everything possible to make sure everything runs smoothly for your special event. Use this checklist and planner to help throughout the preparation process. Included are some important items that will enable us to get everything arranged and in order. If you have any questions or concerns, don't hesitate to contact us.

Contact Information

Event Contact Person: _____

Email Address: _____

Phone Number: _____

Group or Organization: _____

Phone Number: _____

Date: _____

What Type of Event: _____

Number of Guests: _____

Start Time: _____

End Time: _____

Start Time for Food: _____

Vegetarian Meals Needed? Yes No If so, how many? _____

Other Special Dietary Needs? Yes No If yes, how many? _____

Children's Meals? Yes No If yes, how many? _____

Hosted Bar: Yes No

If so, which items hosted: Bottled Beer Call Brands Premium Brands
 House Wine Cordials Soft Drinks

Time frame for hosted bar: _____

Cash Bar: Yes No If so, what hours? _____

Food & Beverage

Meeting/Coffee Breaks Menu: _____

Beverages: _____

Additional Items: _____

Breakfast Buffet: _____

Beverages: _____

Additional Items: _____

Home-Style Luncheon Buffet: _____

Entrée Selections: _____

Beverages: _____

Additional Items: _____

Dinner Buffet: _____

Entrée Selections: _____

Salad Selections: _____

Potato & Rice Selections: _____

Vegetable Selections: _____

Beverages: _____

Additional Items: _____

Event Center Set-up

Room: _____

Room Set-up: _____

Decorations: _____

Linen/Napkin Color: _____ Fold Preference: _____

Centerpieces: _____

Additional Items: _____

Shuttle Service Needs: _____ Yes _____ No If so, please describe: _____

Security: _____ Yes _____ No If yes, in-house? _____

Equipment Requested: _____

Outside Vendors: _____