



Preliminary Event Planning Form MEADIA HEIGHTS GOLF CLUB

Name: _____ Organization/Party _____.

Date of Event: _____ Time of Event: _____.

Type of Event: Wedding___ Birthday Party___ Corporate Party _____.
Anniversary Party___ Golf Outing*___ Pool Party*___ Other _____.

Contact: _____ Home # _____.

Address: _____ Office # _____.

Fax # _____.

Member Sponsor: _____.

Room Preference: Ballroom___ 19th Hole___ Charter Room___ Deck___ Patio___.

Audio Visuals: Large Screen TV___ Microphone___ Podium___ Screen___.

Coat Room:___ Valet:_____.

Cake:_____.

Flowers: _____.

Wines: Red___ White___ Other Wines _____ Champagne Toast_____.

Open Bar_____.

Music: _____ Dance Floor_____.

Special Menu Cards: _____.

Linens: MH Choice___ Under Glass___ Over Glass___ Napkin_____.

Tables: _____ Assigned Seating: Yes___ No_____.

Registration Table _____ Gift Table _____.

Candles: Votives___ Other_____.

Menu: Continental Breakfast___ Lunch___ Dinner___ Buffet___ Dessert_____.

Comments: _____.

_____.

_____.

_____.

* Pool Outing information please contact Diane Zimmerman 717-735-0034

*Golf Outing information please contact Doug Ritter 717-392-6030

Meadia Heights Golf Club Event Planning please contact Chuck Landis 717-393-9761