

Making Memories at Wiegand Lake Park PICNIC CHECKLIST

Dear Picnic Planner,

Please fill out this form AND tell us your guaranteed number of guests no later than _____ . Giving us this information by the due date will help us do our very best for you and your group. Thanks so much!

1) Company Name _____ 2) Date of Event _____
3) Your Name _____ 4) Email Address _____
5) Company Address _____
6) Phone Number _____ 7) Cell _____

9) Guaranteed Number _____ Your Minimum Guarantee is _____

10) Which menu would you like?:

Circle: All Day Menu # _____, with main food served from _____ to _____ (any 6 hrs)
OR Buffet Dinner (2 hrs.) Menu # _____, at what time? _____ Plus any all day food? _____

>>>>> **IMPORTANT: Please remember to list choices for "or" selections below!** <<<<<

Which Entrees, Salads, etc. do you want? (Refer to the menus.) Please list them here.

Any food item may be added. Do you want to add Wings, Nachos, Cotton Candy, Hot Pretzels, etc.?

11) **Our gate opens at 9 AM and the park closes at 8 PM.**

What is your picnic timeframe? From _____ To _____.

Do you have a committee arriving earlier than your guests for any set-up? _____ At what time? _____

Would you like donuts or muffins for the committee? _____ dozen @ \$12/dz. Coffee will be ready!

12) Are you having beer? _____ How many kegs / what kind? _____

From (please circle) Red, Wine & Brew (440) 729.7376, ask for Katie, or bringing own from elsewhere?

Do you need a Bar Attendant? _____ Starting at what time? _____ A Greeter? _____ Time? _____

13) Are you planning to play Bingo? ___ Do you need a Bingo Caller? ___ At what time (2 hr. min.)? _____

14) Will you be using Wiegand Lake Park 10 Cent Tickets? ___ Do you want us to pack them ahead of time? ___

How many, and how much in each bag (100 bags of \$5, 50 bags of \$10 etc.) _____

These are fun! They may be used for prizes for the kids and/or for bingo prizes. Your guests can "shop" for prizes from the concession stand. You are billed only for the number of tickets you tear off the roll.

15) Do you want our Tractor-pulled Wagon Adventure Ride? ___ If so, what hours (2 hr. min.)? _____

16) Are you sales tax exempt / prepaid? _____ (If so, please email us your Sales Tax Exemption Certificate.)

17) Are you having any outside entertainers? Please list them, and have them email their current Certificate of Insurance. Be sure the certificate covers the date of your picnic!

18) Would you please email us a copy of your Schedule of Events (including entertainers) when it's ready? _____

19) Are there any other details you want to tell us? _____

20) **If we can help you with anything or you need anything, please call us at 440.338.5795 or email Carrie at info@wlakepark.com. Thank you for taking the time to help us make your day perfect, right down to the very last detail! See you soon!!**