

Gemstone Banquets Event Preparation Sheet

Floor _____ **Date** ____ / ____ / ____ **Day** _____ **Form Due on or before** ____ / ____ / ____

Final Guest count : ----->

Napkins color and style : <input type="checkbox"/> Folded or in Red Rings <input type="checkbox"/> on <input type="checkbox"/> Gold or Silver chargers			
Guest Table Top Linen color : (Buffet and Dessert bar does not change color)			
Back Drop: One Color of your choice will be added at no cost. (From the colors available, in house)			
Lights color : <input type="checkbox"/> Changing <input type="checkbox"/> Solid <input type="checkbox"/> Alternate _____ & _____.			
Table Centerpieces ? <input type="checkbox"/> Trees <input type="checkbox"/> Cylinders <input type="checkbox"/> Crystal <input type="checkbox"/> Cones <input type="checkbox"/> Dumbbells(Gold/Glass) <input type="checkbox"/> Trios(Gold/Silver)		Yes	No
Are you bringing any extra decoration from outside ? If yes, we need at least 9 days advance written notice.		Yes	No
Would you like Gemstone's Music System ? Need on a USB, 72 hours in advance.		Yes	No
Would you like to use Gemstone's surround TVs ? Need on a USB, at least 72 hours in advance.		Yes	No
Stage Furniture ? Long Table / Love Seat / 2 Chairs.		Yes	No
Table Numbers ? If yes, need floor plan on how you want the tables to be numberd. _____ Reserved Signs		Yes	No
Red Carpet ? With or Without Rope/Stanchions.		Yes	No
Cake table ? If yes, where ? (Standard spot is on the left hand side when you are facing the stage)		Yes	No
Gift table ? If yes, where ? (Standard spot is close to the entrance)		Yes	No
Sign in tall table ? If yes, where ? (Standard spot is on the left hand side of the entrance, near the bar)		Yes	No
DJ table ? If yes, where ? (Standard spot is by the right hand wall when you are facing the stage)		Yes	No
Dressing/Changing/Waiting Room		Yes	No
What time do you want the appetizer to be served ? Note: Appetizer must be delivered here at least one hour before.			
What time do you want the dinner to be served ? Note: Dinner must be delivered here at least one hour before.			
Please ask your caterer to bring the Food Labels of all the dishes being served by them.			
Remember, Food is always served by caterer; not by Gemstone Banquets.			
Soda ? (\$1.00 per person) (unlimited) Pepsi, Diet Pepsi, Sierra Mist, Orange Crush		Yes	No
Bottled water ? (\$0.50 per person) (not per bottle) (unlimited)		Yes	No
Fruit Punch ? (\$1.50 per person) (not per cup) (unlimited) Variety of 3 different flavors.		Yes	No
Lemonade ? (\$1.00 per person) (not per cup) (unlimited) One flavor only.		Yes	No
Ice Tea ? (\$1.00 per person) (not per cup) (unlimited)		Yes	No
Hot Tea ? (\$1.00 per person) (not per cup) (unlimited)		Yes	No
Hot Coffee? (\$1.00 per person) (not per cup) (unlimited)		Yes	No
Cake Service ? (\$1.00 per person) (Includes plates & forks, cutting cake into pieces and putting on platters.)		Yes	No
Dessert Bar ? (\$2.50 per person) (cakes, cup cakes, assorted cookies)		Yes	No
Ice Cream Bar ? (\$1.50 per person) (Vanilla, Chocolate, Strawberry) (FREE with Dessert Bar)		Yes	No
Do you want to rent the bar space ? (\$1.50 per person) (satellite bar permit required) (\$300 minimum charge)		Yes	No
Bar Tender ? (\$150.00 for 1st 4 hours, then \$25 for each additional hour) _____ till _____		Yes	No
Dallas Police Officer? (\$50.00 per hour) (Required with bar) Start time _____ Officer must stay till the end of the party.		Yes	No
Fresh Fruit Bar ? (\$2.50 per person)		Yes	No
Fresh Vegetables Bar ? (\$2.50 per person)		Yes	No
Are you planning on staying past 12:01am? (\$250 per hr, with 9 days advance notice) (\$500 per hr without 9 days notice)		Yes	No



Notes:
7th has preference on all Gold/Bronze/Copper decoration. 9th has preference on all Silver/Chrome. Regardless of who books first
Any fabric brought by your decorator must be fire retardant, as mandated by Dallas Fire Dept.
If bringing food from another restaurant, Client must submit Health Permit & Certificate of Insurance, at least 9 days in advance.
Unless food is purchased from Gemstone Banquets it will NOT serve the food. Food Caterer must serve the food.
Please note that the food can be brought from outside, but absolutely NO drinks can be brought from outside. NO Exceptions.
We repeat; No drinks can be brought from outside, including but not limited to; Soda, Water, Punch, Lemonade, Tea, Coffee...

Client's Signature _____ Gemstone's Signature _____ Acceptance Date: __ / __ / ____