

## SOCIAL/WEDDING Planning Checklist!

### BAR SUPPLIES

Renter to provide:

- Liquor Permit
- 14 oz Beer Cups
- 8 oz Liquor Cups  
(1 oz shot cups if selling shooters))
- Alcohol & Beer
- All mix, i.e. Coke or Pepsi, Diet Coke or Diet Pepsi, 7-up/Sprite, etc., and Orange Juice, Clamato Juice, Tonic Water, Club Soda, etc as desired. 2 litre bottles are preferred. Keep it simple, i.e. Coke OR Pepsi, 7-Up OR Sprite – this will help to speed up service.
- Bar fixings – lemons, limes (optional)
- Ice (10-14 bags)

### DECORATIONS & TABLES

- 40 plastic table cloths** to fit 8 ft x 2.5 ft table (30"x96") **This is mandatory**
- Sticky tack OR painters tape
- Non-Helium Balloons, no HELIUM balloons permitted in facility
- Scissors, ribbon and/or string

### FOOD AND SUCH

- Snacks/chips/pretzels or similar
- Plan for a late night snack
- Late night snack supplies: plates, napkins, condiments, cutlery
- Coffee fixings: coffee, coffee cups, creamer, sugar, stir sticks

### OTHER

- Cash Float, you will need lots of change
- Liquor Tickets
- Hand Stamp
- Raffle Tickets
- Volunteers – you will need many helpers to help you with final set up, clean up and execution of special event

EECC will provide:

- Garbage cans and bags, however, you are responsible for taking garbage out to the dumpster

AT THE END OF THE EVENT, EVERYTHING THING YOU BROUGHT IN WITH YOU MUST BE TAKEN OUT OF THE FACILITY, WE WILL NOT STORE ANY ARTICLES.