



*Congratulations! The big day is finally here!  
As a friendly reminder we need you to call us  
to make an appointment to hand in your  
all your paperwork and final payment.  
The appointment should be made 2 weeks before  
your event with your banquet manager*

### *Checklist*

- 1. Copy of Your Invite*
- 2. Floorplan*
- 3. Vendor Information Sheet*
- 4. Time of Arrival Sheet*
- 5. Certificate of Insurance for All vendors*
- 6. Certified Bank Check (No personal Checks)*
- 7. Make an appointment with Addison Park*

*If you have any questions please give us a call.*