

POWERS OREGON C O M P A N Y

Event Client Information Form

Venue:
Event Date:
Client Name:

Please fill out this form and return it to your event manager along with the items mentioned in the steps below. This information is also available online.

Catering Company:
Phone Number & E-mail:
Arrival Time:
Buffet__ Plated Dinner__ Start Time:

Please review the before your event section of www.powersoregon.com for the following steps and needed paperwork.

1. Contact our catering director and set up the menu, timeline and rental needs list for your event. Be sure to notify your site manager once you select a catering company.
2. Provide catering requirements list to your catering company if you decide not to use our in house caterer. This list is in your agreement.
3. Complete event location selection on site plot and give to your site manger.
4. Complete catering rental order and give to your site manager.

Once we have all of these items we will finalize your paperwork and confirm your rental order. Please be sure to get us these items no later than 15-days before your event.