

The Barn at Unity Ranch

Event Information Form

Event: _____

Event Proposed Date: _____ # of Guests: _____

Start Time: _____ End Time: _____

Event Contact: _____ Cell Phone: _____

Email Address: _____

Catering Details: _____

Alcohol Details: _____

DJ Details: _____

Decoration: _____

Toasts/Speeches: _____

Photography/Video: _____

Requests: _____

Coordinator/Person of Contact: (in case we need to contact someone day of)

Coordinator Name: _____

Coordinator Contact #: _____

Order of Events: (please attach an itinerary/schedule of the day's events if you have)