



## "HELP?! I'm planning a party!!"

At Visions, we're committed to giving you the kind of event you want...

Whether a business dinner that needs to stay on schedule, a family gathering that might go all night, or a new social club to make new friends...we want to put together the options to make you feel at ease, and let you enjoy your party!

To help ease *the process* of planning an event, we've put together a list of ideas and questions that we'll most likely need to know. We're in this for you, because we've planned A LOT of parties, and so we hope this ensures that you feel at ease, and we've covered our ends to help us make it a success!

Take this as a start, it may look like a lot, but if you can answer SOME of these questions, we can get you booked very easily and effortlessly!

Feel free to [DOWNLOAD](#) a version of this and use it in your party planning process

### THE BASICS

Day of the Week (can affect price and guests availability)

- Date
- Number of anticipated guests
- Budget in Mind for overall party expenditure?  
*(Let us know so we can plan our part of your overall costs)*
- Food Selections that best match your guests?  
*(Are you looking for upscale/gourmet or comfort foods...or somewhere in between?)*
- If your guest count is above 20, we find it advantageous for you and the restaurant to setup a choice of 3-5 entrees to choose from  
*(typically 1-2 seafood, 1 meat, 1 pasta, 1 chicken, vegetarian, etc...).*
- Would you want to order off our "regular" menu? (We do change the menu frequently)
- Appetizer Selection when your guests arrive?
- Salads as part of the courses ?
- Soups? (We generally have 3 types daily)
- Desserts, we can setup one selection for all your guests, or have a choice?
- Coffee, cappuccino, espresso ?
- After dinner Cocktails ? (Cognacs, champagne, etc ?)

### ALCOHOL

- Liquor / Beer / Wine / All?
- We can pour a "Standard" Red & White, or Beer Selection?  
or even specific Liquor Selection?
- How much per person would you like to plan?
- Would you rather set an overall bill limit for the alcohol portion?  
(for example \$500 total)  
*(After we reach, shall we signal you for a decision as to go forward?)*  
Or would you rather a "Cash Bar"?  
*(Guests pay for drinks on a "tab" or at the bar before the event starts?)*  
Or we can do a combo of both?

### ROOM SETUP

- How many tables shall we set for you?
- What configuration for those tables?
- Will you meet before the dinner at the bar?  
*(We suggest smaller tables of 8 or 10 maximum to have a more intimate event)*
- Will you be arranging any table decorations?  
*We'd be happy to receive and set in place if you wish.*
- Any Screens or other Rentals you may need?
- We have internet access available for FREE

### PAYMENTS

- We'll normally take a deposit to hold your event date for your, typically this will be 10% of the event total or \$200, whichever is larger.
- Balance will be due the day / night of the event, payable by Credit Card or Certified Check. *(upon approval, we can take personal checks, just ask us!)*