



*...the Finest in Southern Hospitality.*

## *Event Checklist*

**Designed to ease your mind and help to ensure the planning of your event is stress free.**

**CONTRACT:** Contract will be sent via standard mail or email and is due upon receipt.

**DEPOSIT DUE:** The \$500.00 Deposit can be sent with signed contract or paid with a credit card, cash, or check..

**MENU/ BEVERAGE SERVICE SELECTIONS:** Selections are due no later than 14 days prior to your event.

**ROOM DIAGRAMS:** Room Diagrams can be provided by Mike Anderson's and need to be finalized within 7 days prior to the event. **(Please note that A/V equipment will change the capacities of each room.)**

**PAYMENT:** All payments are due upon conclusion of your event: Mike Anderson's accepts all major credit cards, cash and checks.

**DECORATIONS & FLORAL ARRANGEMENTS:** You are welcome to decorate the tables with the floral design of your choice (Please no Tapered Candles) Mike Anderson's will provide all seating tables with votive candles in glass holders. Please have your decorator or florist contact your sales representative with any questions within 7 days of your event.

**ROOM AVAILABILITY:** All Rooms will be made available two hours prior on the day of your event (Unless otherwise noted) for place cards and/or floral placement.

**A/V EQUIPMENT:** **Audio Visual equipment does change the capacities of each of the dining rooms.** Please inform your sales representative within 14 days of your event if selecting to use any type of audio visual setup .Mike Anderson's will be happy to coordinate this for you and can help with audio visual rental from either In-House equipment or through a dependable local company.

**DELIVERIES:** Please contact your sales coordinator if you are having any items delivered to Mike Anderson's Restaurant.

**TIME LINE:** Please inform your sales representative prior to your event if you require a specific time line to be adhered to in regards to your event.

**LINEN:** All dining rooms come with standard white linen and white linen napkins. **Black linen overlays are also available.** Specialty linen can be rented but orders must be placed no later than one month from your event to ensure availability.

**CHAIR COVERS:** .Mike Anderson's will be happy to coordinate this for you through a dependable local company.