



River Park

Event Name _____

Event Date _____

Checklist - Last Minute Details

As we prepare the finishing touches for your exciting event, please let us know **how many** tables and chairs you would like and which **area of the venue** to place them. *(Please submit this form at least **2 weeks** before your event.)*

TABLES & CHAIRS

LOCATION AREAS:

Open Waterfront Dock
Pavilion
Amphitheater
Shoals
Fire Pit
Rock Fireplace
Chapel
Covered Gazebo
Chattahoochee Estate
Other (please specify)

- 5-ft Round Tables _____ (28 available) Location: _____
- 4-ft Round Tables _____ (2 available) Location: _____
- 2-ft Round table _____ (1 available) Location: _____
- 30" Round Tables (Bistro) _____ (2 av.) Location: _____
- 30" x 72" Rectangular Tables _____ (3 av.) Location: _____
- 30" x 96" Rectangular Tables _____ (4 av.) Location: _____
- Picnic Tables, 28" x 72" top _____ (2 av.) Location: _____
- White folding chairs _____ (300 av.) Location: _____

Additional Set-Up Notes:

DETAILS

- Start Time of Wedding/Event: _____
- Planned Arrival Time: _____
- Expected Number of Guests: _____
- Preferred Parking Attendant Arrival Time (if incl. in your pkg): _____
- Submit your event day timeline to River Park (email, text, or mail)
- Person in Charge on Event Day:

Name _____

Cell Phone _____



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