

EVENT CHECKLIST

In order to facilitate the planning of your event please look over the following questions which you may be asked:

What is your arrival or cocktail time?

Are you having breaks and when?

What time is your meeting, breakfast lunch or dinner?

What time do you think the event will finish up?

Do you have a room preference?

How many guests will be attending?

Do you know of any dietary needs of your guests?

Have you chosen a menu yet or considered options?

Do you have to plan the menu around other events?

Have you considered the wine and bar requirements?

Would you like flowers on the tables?

What room set up would you like? Round tables, boardroom setup, hollow square?

Are printed place cards or menus required?

Do you have any AV requirements, such as a podium & microphone, screen, data projector etc.?

Please contact Anais or Sonja to make special arrangements for your event

Anais Mercier

Assistant Food & Beverage Director

merciera@rideauclub.ca

613-233-7787 ext.243

Sonja Obradovic

Food & Beverage Administrator

reservations@rideauclub.ca

613--233-7787 ext.245

The Rideau Club is pleased to accommodate food allergies, dietary restrictions and special diets.

If you have questions or concerns about food, please contact Jessica

Jessica Juneau

Executive Sous-Chef

juneauj@rideauclub.ca

613-233-7787 ext. 231

RIDEAU CLUB