

CLIENT PLANNING *checklist*



We are excited to work with you toward building your dream event at Bonita Golf Course! After officially booking, we will meet for two scheduled planning appointments, one 90 days prior and one 30 days prior. In order for us to be successful in our planning process, please come to each scheduled meeting with the following information to share with our Event Sales Manager.

90 DAY APPOINTMENT

FOOD & BEVERAGE/VENUE SERVICES:

- Best approximation of guest count (better to round up during this appointment)
- Meal selection (starch & salad selections, if applicable)
 - Any guests with dietary restrictions or allergies? Any children aged 3 -10 you'd like to provide a Kids Meal? Please keep in mind, Kids Meals do not apply to the minimum guest requirement.
- General timeline of Food & Beverage elements (i.e., meal service, toasting service, etc.)
- Additional services you'd like to apply to your event (i.e., Ceremony Site, Additional Time, Hosted Bar, etc.)
 - Hosted Bar: Budget, parameters (i.e., beer, wine, and house cocktails versus fully open bar);
 - Toasting Service: 1 bottle per 10 guests – feel free to offer up to 2 selections within this ratio!
- Outside vendors booked
 - Name and contact information for each vendor
 - Do they require to be fed (vendor meal)?
 - For any special effects or dessert vendors to provide services on the grounds, please first receive approval from BGC.

FLOORPLAN DESIGN:

- Head Table (if applicable) and total count of guests seated there
- Outside desserts and table(s) needed in your Floorplan
- Any additional spacing to be accounted for?
 - i.e. Photobooth, dessert table(s), backdrop(s), decorations
 - For 150+ guests, we typically recommend 10 guests per table

LINEN SELECTION:

- Color scheme (napkin selection)
- Table linen selection – ivory or white

PAYMENT:

- 50% of estimated cost is due at the conclusion of this appointment



FLIP →

30 DAY APPOINTMENT

REVIEW DETAILS:

- Exact guest count (including Vendor Meals, Special Meals, and Kids Meals)
- Any updates to the details covered in our 90 Day Appointment
- Walk-through rehearsal date/time (if applicable)
- Set-up/any potential bonus set-up time
- Any additional outside vendors and Vendor Meals
- Outside desserts and their delivery
- Updates to your Floorplan and/or Food & Beverage Timeline

PAYMENT:

- 100% of total due at the conclusion of this appointment

NOTES:

Thank you



Contact:

Keli James

k.james@bonitagolfclub.com

(619) 267 - 1103 ext. 17

www.bonitagolf.net