

## WIEGAND'S LAKE PARK PICNIC CHECKLIST

**Please fill out this form as best you can and scan and email it back to us ASAP. It will help us do our best for you and your group. We need your guaranteed number no later than \_\_\_\_\_. Thank you! ☺**

- 1) Company Name \_\_\_\_\_ 2) Date of Event \_\_\_\_\_  
3) Your Name \_\_\_\_\_ 4) Phone Number \_\_\_\_\_  
5) Email Address \_\_\_\_\_ 6) Fax \_\_\_\_\_  
7) Guaranteed Number \_\_\_\_\_ (Please tell me by \_\_\_\_\_)  
(Your Minimum Guarantee is \_\_\_\_\_.)

- 8) What menu would you like?:  
Circle: All Day: Menu # \_\_\_\_ Main food served \_\_\_\_ to \_\_\_\_ (any 6 hrs)  
**OR** Buffet Dinner: Menu # \_\_\_\_ Starting time \_\_\_\_\_

**\*\*IMPORTANT: Please list choices for "or" selections.\*\***

Which Entrees, Salads, etc. do you want? (Refer to the menus.) Please list them here.

Any food item may be added. Do you want Wings, Nachos, Cotton Candy, etc.?

- 9) **We open at 9 AM and close at 8 PM.**  
What is your picnic timeframe? From \_\_\_\_\_ to \_\_\_\_\_.  
Do you have a committee arriving earlier than this? \_\_\_\_\_ At what time? \_\_\_\_\_  
Would you like some donuts for the committee? \_\_\_\_\_ dozen @ \$7/dz. Coffee will be ready!
- 10) Are you having beer? \_\_\_\_\_ How many kegs? \_\_\_\_\_  
From (please circle) Heritage Beverage 800.229.2337, x 131 Judy Fox, or bringing own?  
Do you need a Bar Attendant? \_\_\_\_\_ Starting at what time? \_\_\_\_\_ A Greeter? \_\_\_\_\_ Time? \_\_\_\_\_
- 11) Are you planning to play Bingo? \_\_\_\_\_ Do you need a Bingo Caller? \_\_\_\_\_ At what time? \_\_\_\_\_
- 12) Will you be using Wiegand's Lake Park 10 Cent Tickets? \_\_\_\_\_ Do you want us to pack them ahead of time? \_\_\_\_\_ How many, and how much in each bag (\$5 worth, \$10 worth, etc.)

(These are fun! They may be used for prizes for the kids or for bingo prizes. Your guests can "shop" for prizes from the concession stand. You are billed only for the number of tickets you tear off the roll. See Yellow Sheet under Additional Services, or the website.)

- 13) Do you want our Tractor-pulled Wagon Adventure Ride? \_\_\_\_\_ If so, what hours? \_\_\_\_\_  
14) Are you sales tax exempt / prepaid? \_\_\_\_\_ (If so, please email your Exemption Certificate.)  
15) Are you having any outside entertainers? Please list them and have them email or fax us their current Certificate of Insurance. It needs to cover the date of your picnic.

- 16) Would you please email us a copy of your Schedule of Events when it's ready? \_\_\_\_\_  
17) Is there anything else you want to tell me? \_\_\_\_\_

**If we can help you with anything or you need anything, please call me at 440.338.5795 or email me at [wendy@wiegandslakepark.com](mailto:wendy@wiegandslakepark.com). Thank you for taking the time to help us make your day perfect, right down to the last detail!**