

Porta Bella's Banquet Planning Guide

Porta Bella wants to ensure that your party is to your satisfaction. There are many questions that need to be answered. We have prepared the following planning guide to assist you in making your event a success.

Please email the form to portabella@portabellarest.com or mail.

This form needs to be returned to us no later than 45 days prior to your event.

Name _____

Room (s) requested _____

Day and Date of the event _____

Event type (graduation, wedding, business) _____

Time schedule

Starting and ending times _____

Arrival Time _____

Cocktail Hour _____

Appetizer serving time _____

Sit down dinner or buffet starting time _____

Dessert serving time _____

Start and ending times of music _____

Presentation/speeches (time) _____

Will you be decorating? See page 4 for instructions. When? _____

Will there be a late night buffet? When? _____

List of outside vendors and their telephone numbers. ***Vendors are required to contact us 2 weeks prior to event to schedule delivery times and sign letters of agreement.***

Number of guests _____

Adults _____

Children under 10 _____

Number of highchairs/booster seats _____

Handicap _____

Table Arrangements

Sit down or buffet _____

Number of guests per table- Max=8, please consult banquet manager _____

Tablecloth color (ivory is standard) _____

Napkin color (burgundy is standard) _____

Will you need a head table? How many guests? _____

For appetizer parties, will you want tablecloths? _____

For cocktail parties, do you need cocktail tables? (additional charge of \$20/table).

How many? _____

Are you going to need extra tables? (gift, favors, guest book, cake) _____

How many and for what? _____

Bar Arrangements

Who's paying (Cash or host sponsored bar) _____

Host sponsored bar

Beer/wine and liquor choices _____

Will you be providing Non-alcoholic beverages? _____

Drink exclusions (shots, top shelf) _____

Do you need drink tickets? How many per person? _____

Wristbands? _____

Will appetizers be served during cocktail hour? Serving time? _____

Will there be a champagne toast? When? _____

Appetizer Menu choices (Include quantities)

Menu choices

Salad (choose one salad)

Dressing choices (limit 2)

Entrée Choices (limit 3 for parties over 25, limit of 4 for parties less than 25)

	Qty
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	Qty
--	-----

	Qty
--	-----

	Qty
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Any dietary concerns? _____

Please have guests with dietary concerns, contact the banquet manager directly.

Do you need Children's menus? How many? _____

Children's Menu choices _____

Late Night menu choices _____

Dessert choices (limit 2)

Will you be bringing a cake or dessert? When? _____

All outside cakes or desserts require a receipt from a licensed facility.

There will be a \$ 2.00/guest plating charge on all cakes or desserts brought in.

The plating charge will include coordinating with the outside vendor, staff, plates, silver and napkins.

Do you need a cake table? _____

Do you want coffee service with the cake? _____

Caterer's name and telephone number _____

Will there be a cake cutting ceremony? What time? _____

Audio/ Visual

Music and audio visual (please refer to page 3 for policies)

- Will you have a DJ or live music? _____
If so, what time will the music start and end? _____
Will you need a dance floor? _____
Will the DJ be bringing in additional lighting? _____
Will there be a photo booth? _____
Will you need a wireless microphone? _____
Do you prefer a hand held or clip-on mic? _____
Will you be using an iPod or computer for music? _____
Will there be a speaker or presentation? If so, when? How long? _____
Will you need audio/visual for a slide show or presentation? _____
Type of Computer (Mac or PC)? _____
Will you need monitors for a slide show? _____
Will you need audio with it? _____
Will you need a podium? _____

Payment Information

Who will be paying the bill? _____

Due to the additional amount of time required to do separate checks, separate checks are limited to groups less than 20. There will a 25% gratuity added to separate checks.

Will there be separate checks? _____

Credit card information

Name on card _____
Acct # _____
Expiration date _____
Security Code _____
Billing address of card _____

By signature, the guest acknowledges and accepts Porta Bella's policies as outlined in the banquet packet dated July 2025

Guest Signature _____ Date _____

Thank you for taking the time to fill this out. It will help us out immensely in preparing for your party. Once I have received this planning guide, I will prepare your banquet proposal.

If you have any questions or concerns, please call me at (608) 256-3186.

Edward Shinnick