



# Events & Catering

## Nellis Club & Conference Center

TODAY'S DATE: \_\_\_\_\_

Fields with the asterisk (\*) are required.

Avoid delays – write neatly, complete all required sections and email to [nelliseventsandcatering@gmail.com](mailto:nelliseventsandcatering@gmail.com)

### \*SECTION 1: RESERVATION TYPE

Table Reservation (*Dining hours only, limited to 20ppl*)  
*Complete sections 2 & 3 below*

Private Room Reservation (*Fees vary by room*)  
*Please completely fill out this form.*

### \*SECTION 2: CONTACT INFO

#### Booking Contact

Org/Squadron: \_\_\_\_\_ Phone #: \_\_\_\_\_

Full Name & Rank: \_\_\_\_\_ Email: \_\_\_\_\_

#### Alternate Contact

Org/Squadron: \_\_\_\_\_ Phone #: \_\_\_\_\_

Full Name & Rank: \_\_\_\_\_ Email: \_\_\_\_\_

### \*SECTION 3: EVENT INFO

Preferred Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Max # of Guests: \_\_\_\_\_

Alternate Date & Time (*In case preferred date is not available*): \_\_\_\_\_

### SECTION 4: TYPE OF EVENT

Meeting  Conference  Ceremony  Social  Banquet How many rooms will you need? \_\_\_\_\_

### SECTION 5: GOAL OF EVENT

#### Setup Style

- Theater Seating, just listening, no need for notes.
- Banquet, we plan to dine in.
- Collaborative, group discussion is our primary goal.
- Cocktail, networking is our primary goal.
- Classroom, our goal is to learn and take notes.
- Custom, we will need a diagram to explain.

#### Audio Visual

- Podium & Mic Only.
- Video and/or sound is necessary.
- Essential, our event revolves around A/V.

#### Bar

- Public Bar – we can use the bar on site if it's open.
- Private Bar – private bar will be a crowd pleaser.

#### Catering

- Beverages Only.
- Snacks & Refreshments.
- Essential, our event revolves around food.