

FIRST FLIGHT ISLAND RESTAURANT

301 Whitehead Street, Key West, FL 33040

Phone: 305-293-8484

First Flight Private Events Questionnaire

This questionnaire is not due with the contract, however, we will need it no later than two weeks prior to your event. We will also have an event portal link set up to correspond via email. This link will always be up to date with the most current details on your event.

Now is the time to finalize the details for your special day. Please email this questionnaire back to us once you have finalized your details for the event. Once returned, we will make all the necessary revisions and then send you a confirmation via the event portal link. Final guest count and payment are due in full no later than 7 days prior to the event

It is that you COMPLETE all sections possible of this questionnaire.

Please have this completed in full and return via email to
SALES@KEYSRESTAURANTSGROUP.COM

You will receive a confirmation of arrival via email from the catering office. This form confirms all of your special event details from food to table settings. This will be the last opportunity for you to add or change details.

Who is the Main Contact for this Event:

Contact number:

When are you arriving into Key West?

Lodging location while in Key West:

Event Date:

Ceremony Time (and Location):

Event Location:

FIRST FLIGHT ISLAND RESTAURANT

301 Whitehead Street, Key West, FL 33040

Phone: 305-293-8484

Arrival time of guests to First Flight:

Beginning and end time of First Flight’s Event:

(There is an 11:00 pm curfew/noise ordinance. All events over 5 hours in length will be subject to additional hourly fee):

Number of guests:

The attendance given below is your confirmed and minimum guaranteed numbers. There is no credit for any guests not attending after final numbers are confirmed with the sales manager. You may add guests based on approval.

Please be sure to include yourselves in the count.

ADULTS (21 AND OVER)	_____
UNDERAGE ADULTS (AGE 12-20)	_____
CHILDREN (up to 11yrs.)	_____

RENTALS

Any outside rentals being delivered?

How many tables (list all):

(Reception, cocktail and specialty tables such as dj, gift, cake or welcome tables)

Reception:

Welcome:

High-tops:

DJ:

Cake:

Misc:

Chairs (type):

White bistro

Red Metal Farmhouse

White Folding

Table Linen (yes/no):

FIRST FLIGHT ISLAND RESTAURANT

301 Whitehead Street, Key West, FL 33040

Phone: 305-293-8484

Table decorations:

Other:

FLOWERS & DECORATIONS:

Our set-up includes all tables, chairs, linens, silverware and glassware. We do not provide decorations for your event unless arrangements have been made. You or your florist/wedding coordinator/ decorator should provide any decorations or additional set up if enhancements are not being provided by First Flight. A set up time will be arranged with the sales manager of the restaurant. Two hours prior to the event is customary.

If your decorating needs extend beyond our standard set up the price of set up adjusts accordingly and will be noted on your invoice. Set up of décor can be arranged with staff at additional costs.

List any items you will be bringing :

(ex. cake cutters, place cards/table decorations, candles, flowers, bar signage, photos, etc.)

What will you be using as your centerpieces?

FIRST FLIGHT ISLAND RESTAURANT

301 Whitehead Street, Key West, FL 33040

Phone: 305-293-8484

Who is responsible for their set-up and breakdown?

(We are more than happy to place items on tables as long as they are assembled. If they require assembly additional charges do apply. Who is responsible for taking the items you brought? Will they be taking them that night or the next morning?)

If you are assigning place cards and seating chart you need to let us know how many people at each table:

(This is important! It makes sure we have the right number of chairs and place settings at each table. Also let me know if the tables are named rather than numbered.)

Table 1:

Table 2:

Table 3:

Table 4:

Table 5:

Table 6:

MENU

Butlered Appetizer selections:

Displayed Appetizer selections:

What Menu have you chosen?

(Please list all menu items and any custom changes)

Are any of your guests vegetarians or vegans?

(We are able to make special arrangements for these guests)

Do any of your guests have food allergies?

FIRST FLIGHT ISLAND RESTAURANT

301 Whitehead Street, Key West, FL 33040

Phone: 305-293-8484

Wedding cake: (yes or no, and if yes what time will it be delivered) \$2.50
cake cutting applies.

Would you like the top tier of the wedding cake set aside for you to take at the end of the evening? (If so, please have baker provide box, as we do not have any container to safely store)

Are you bringing a Figurine?

Any other miscellaneous menu issues?

BAR

Bar Choice: _____

-Open Bar: A prearranged bar package has been chosen: _____

-Consumption Bar: Guest may order anything, one tab to be paid at the end of the event by : _____

-Cash Bar: guests are responsible for his or her own tabs (they may use credit cards to start tabs and process payment)

How many hours:

What happens after bar hours are over? (Consumption, Cash, Closed)

Are you having a Champagne Toast or Welcome Cocktail?

Have you requested any additions to your bar?

(Specific Brand of Liquor, Upgraded Wines..)

VENDORS

Music:

DJ:

FIRST FLIGHT ISLAND RESTAURANT

301 Whitehead Street, Key West, FL 33040

Phone: 305-293-8484

Band:

Duration:

(We do require that DJ's bring speaker's with stands and 50-75feet of speaker wire to run from their location to the speaker set-up location. There is no need for them to bring in large subwoofers...Please have them contact me directly with any questions)

Photographer:

Who:

How many hours:

Florist:

Who:

Delivery time:

Planner:

Who:

Responsibilities:

Has First Flight hired any vendors for your event?

Any miscellaneous vendor and role:

Will you be providing food for your vendors?

(Please specify which vendors)

\$20 per vendor meal

FIRST FLIGHT ISLAND RESTAURANT

301 Whitehead Street, Key West, FL 33040

Phone: 305-293-8484

Timeline

This is approximate. It is designed to let me know how you would like things to flow and the order of things. You can rearrange the order.

Please add anything you feel is necessary.

Arrival of first guests and opening of bar:

Arrival of Bride and Groom:

Bride and Groom announced:

First Dances:

Cake Cutting:

Sit for Dinner orders:

Opening of Buffet:

Conclusion: