

CHICAGO
493 Mission Street
Carol Stream, IL 60188
P. 630-871-9999
F. 630-871-8035



DALLAS
2525 W. Mockingbird Lane
Dallas, TX 75235
P. 214-350-5373
F. 214-350-7715

EVENT ORDER FORM

CLIENT INFORMATION:

Company Name: _____ Contact _____ Sales Rep _____
Billing Address _____
Phone _____ Fax _____ E-mail _____

DELIVERY INFORMATION:

Party Name: _____ Event Date: _____ Delivery Date: _____ Pick Up Date: _____
Customer Name _____ Phone # _____ Fax # _____
Delivery Address _____ Onsite Contact _____ Cell # _____

Tables:

Setup Yes ___ No ___
72" Round _____
66" Round _____
60" Round _____
48" Round _____
36" Round 30" H_ 42" H_ _____
30" Round 30" H_ 42" H_ _____
36" Triangle 30" H_ 42" H_ _____
36" Square 30" H_ 42" H_ _____

Chairs:

Setup Yes ___ No ___
Specify Color

Basic _____
Chromes _____
Woods _____
Black Stackable _____
Chivari _____ Color _____
Pad Color _____
Childrens Chairs _____
Chair Covers _____ Color _____
Tie _____

Coat Racks

Hangers _____

Bars:

Quantity _____
Type _____
Stool w/back _____
Stool w/o back _____

Convention & Meetings

Easels _____
Lecterns _____
PA Systems _____
Microphone _____
Audio System _____
Speakers _____
Other _____

Dance- Floor:

Oak Parquet _____
*B/W Check _____
*Vinyl _____

China/Dinnerware:

Style _____
Dinner Plate _____
Salad Plate _____
Lunch Plate _____
B/B Plate _____
Soup Bowl _____
Cup _____
Saucer _____
Plate Covers _____
Chargers _____
Other _____

Flatware:

Style _____
Dinner Fork _____
Dinner Knife _____
Salad _____
Teaspoon _____
B/B Knife _____
Soup Spoon _____
Steak Knife _____
Other _____

Glassware:

Type _____
Red Wine _____
White Wine _____
Water _____
Champagne _____
Margarita _____
Martini _____
Juice _____
Pilsner _____
Old Fashion _____
Irish Coffee _____
Mug _____
Other _____

Staging/Risers: Size _____
Covered / Uncovered

Pipe & Drape:

Color _____
Dimensions _____

Linen:

Setup Yes ___ No ___
Color/Name _____
Size Round _____
Size Square _____
Size Rectangle _____
Size Skirting _____

Floral

Color Scheme: _____
Dining Tables: Qty: _____ S M L XL
Description: (Low, High or both) _____
Buffet: Qty: _____ S M L XL 1 sided/4 sided
Description: (Low / High) _____
Reception Table: _____
Bar: _____
Misc. _____

Theme Package

Budget _____
Props/Facades _____
Lighting _____

Food Service Equipment:

Chafers:

Lift Lid _____ Roll Top _____
S/S _____ Silver _____
Food Pans 1/2 _____ Full _____
Extra Sterno _____
Additional Items _____

Call us for info on :

Tents/Structures - Flooring - Generators
Heating - Cooling

M&M will send you a printed copy of your order after it has been entered in our system. Please review, sign and return as confirmation

*Not all Items are available in all markets