



New Client Information Form

Weddings

Thank you for contacting us regarding your upcoming wedding!

Please print this form, fill in your information, scan and e-mail to cfinn@carletonhotel.com. We will get back to you regarding your event within 1-2 business days.

Contact Information

Name

Phone Number *E-Mail Address*

Address *City* *State* *Zip*

Name

Phone Number *E-Mail Address*

Address *City* *State* *Zip*

May we send you updates and information regarding upcoming events at the Carleton of Oak Park?

Yes No

Tell us more about the event you're planning...

Event Information

Preferred Date

Alternative Dates

Event Start Time / End Time

Number of Attendees

Food, Beverage & Hospitality

What type of meal would you like to serve?

Plated or Buffet?

Would you like to offer a bar package?

Are you interested in reserving a block of hotel rooms?

If yes, approximately how many?

Is there a budget that you would like us to be aware of and work with? Yes No

If yes, please indicate a budget range.

Please include any additional comments/requests that might help us to make your event a success:

Thank you for taking the time to complete our event information form!

We offer a personal touch to make each event unique and our event coordinators are eager to assist you in planning your celebration!

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