



New Client Information Form Weddings

Thank you for contacting us regarding your upcoming wedding!

Help us plan a successful event for you. Please print this form, fill in your information, scan and e-mail it back to us at aparker@carletonhotel.com. We will get back to you regarding your event within 1-2 business days.

Bride

Name

Phone Number

E-mail Address

Address

City

State

Zip

Groom

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

(We never share your information with outside parties.)

General Event Information

Preferred Date

Alternative Dates

Event Start & End Times

Number of Attendees

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Food, Beverage & Hospitality

What type of food would you like?

Will you 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 that can help us make your event a success.

Thank you for taking the time to complete this information sheet.

Class, quality and ambiance are the signature of events hosted by the Carleton of Oak Park. We offer a personal touch to make each event unique and our event coordinators are eager to assist you in planning your celebration.

Anne Parker

Banquet & Catering Manager

(708)848-5000 ext. 538

aparker@carletonhotel.com