



A Party Planning Guide
for Every Party!

Party or Event Planning Checklist

☐ **When do you want to have this event?**

The looser you are with exact dates, the quicker you will find the venue and other components as you juggle the various pieces to get one set date.

Having your event at Deer Creek Winery (DCW) makes coordinating easier as we can coordinate all your needs once you secure a date on our calendar!

☐ **Where do you want to have this special event?**

What is the feel you're going for? *Is it formal or more relaxed?* It's important to know *the maximum number of attendees* before you choose a venue.

DCW offers both the feel of formal and informal in their venue which can hold up to 250 people with everything full on a nice day! Our rustic elegance atmosphere is sure to please everyone!

☐ **What are the decorating policies?**

What are the walls and ceilings like in the venue you're looking at? *Will you need to spruce it up for a party* or is it too industrial for the type of business springboard meeting you want to have?

With DCW's tasteful décor, you'll only need a table centerpiece to create the atmosphere you want! You can only choose from several table setting options if you want us to do it for you.

❑ **What food & beverages are you looking to**

have? This also has a big part in the feel and overall type of event being planned. Is it simply a meet-and-greet atmosphere with **finger food and drinks (whether alcohol or not)**, is it for **brunch or lunch**, or a **simple to all-out dinner menu**? And do you want simple drinks or a mimosa or sangria bar?

Deer Creek Winery can create various types of food, and of course we can do specialty drinks as well! Let us handle the details to create the foundation so you can focus on the FUN stuff of the event/celebration!

❑ **Do you need a picture **backdrop for photos**?**

Are you having an honored guest that will want to have individual pictures with the guests, or are you presenting a special award that needs some memory photos?

We have several areas we can offer as photo backdrops!

- ❑ **Would you like to have some live entertainment for your event?** It can be nice to have some background **music playing** for awhile and then maybe even end with some dancing!

Deer Creek Winery has several musicians regularly playing and we can secure one for your event!

- ❑ **Paying for your event.** There are so many different areas in party planning and a lot to keep track of. Having one place that can do it all helps to **manage costs** and you can easily see what the bottom line is and you are dealing with basically one entity for communication and needs.

Deer Creek Winery would love to be that place! Contact our event specialist, Nicole, via email or phone ASAP to see what we have to offer!

Contact us TODAY!

Rentals@DeerCreekWine.com OR 724-967-1876

(Be sure to include your phone number so we can call you)

More checklists for other party types is below

Business Retreat Added Checklist

- ❑ **Is there a nice place for your top team members to stay close by?**
- ❑ **Have your goals clear in your mind from the start before planning the itinerary.**
- ❑ **Do you need a podium for speakers, a PA system for announcements, and a projector for explanations?** Good things to find out when choosing a venue.
- ❑ **Find an outside source or show some you-tube videos for team building exercises.**

Who doesn't like coming to the country away from the usual office, and even more, who doesn't LOVE coming to a winery?

Deer Creek Winery can have all your door prizes wrapped and ready for you too!

DCW can't really help you here, but we would if we could!

Deer Creek Winery offers all of these for your professional meeting

Business Retreat Added Checklist

- All of the above PLUS
- Is there a nice place for your top team members to stay close by?
- Plan a wine bottling tour as a break in the meeting!

The Inn at Deer Creek Winery is attached to our venue rental facilities for a seamless place to have your business retreat!



Bridal Shower, Baby Shower, Birthday/Anniversary Party, & Retirement Party

Are you going to play games and have prizes for them? There are many FREE online places to find games like Pinterest.

Deer Creek Winery can have game prizes wrapped and ready for you! Just give us the quantity you need and a budget!

How will you need to arrange the room so there's a gift table and food table along with what seating you need? You start with how many tables you'll need for the guests, how many food/drink tables and then the gift tables. Take room and table measurements and then cut out little paper replicas in the same ratio scale and start playing! Place them on the room cut out and see if it will all fit or if there is someone close by for them outside the room

Or have your party here and we can do all that work to layout your party tables for what you need!

❑ **Make gift giving easy for your guests!**

Your guests can call Deer Creek Winery and purchase a gift basket over the phone and we can have it at the party for them! It doesn't get any easier than this!

❑ **If it is a surprise, how will you get your guest of honor there?** Rely on some cohorts for this task! It's always fun to have a story to relay about the secrets to be kept about the party!

I'm sure whoever it is would love to come to the winery...and then they find out it is busy with THEIR party!

❑ **Will you want to have a place for your collage of pictures to help make the memories flow?** It is very common to pull together old photos of the guest of honor and display during parties and it brings back fond memories and new laughs!

Deer Creek Winery has several easels you can use wherever you may want to have special pictures, or they can be shown on our TV in the foyer area from a flash drive.

Hosting a Fundraiser

- ❑ **Will you need someone to take tickets or money at the door at the event?** If you aren't doing pre-ticket sales, someone trustworthy needs to collect the monies or tickets for a successful night!
- ❑ **How will you market your event to the general public?** You'll have to get the word out to people beyond your group to bring in more funds.
- ❑ **How will you keep the costs down so you get to keep the most money?** Lots of donations and volunteers is the obvious answer here, but also, business associates.

You can hire Deer Creek staff to be active with what you need during the event so you can concentrate on your guests!

Deer Creek's marketing group will help promote your nonprofit fundraiser on our social media outlets and in the winery!

Deer Creek Winery give a 30% discount to nonprofits using our facility and products. 10% on catering services.

Do you have any questions?

Here are Deer Creek Winery we want your party to go as smoothly as you do! Let us know if you have questions about what we can provide for you or our separate [venue types](#).

You can contact an [event specialist](#) or call 814.354.7392.

We hope to see you soon!