



Fredericksburg
Expo & Conference Center

www.FredericksburgExpoCenter.com

WEDDING • BANQUET • PARTY • CATERING DATE REQUEST FORM



FREDERICKSBURG EXPO & CONFERENCE CENTER

DATE FORM FILLED OUT _____

PLEASE FILL OUT THE INFORMATION BELOW AND RETURN TO THE FREDERICKSBURG EXPO & CONFERENCE CENTER

This form in no way constitutes a contract for a date and/or space rental

Event Name: _____

Description of Event: _____

Contact: _____ Cell Number: _____
If Wedding:

Bride : _____ Cell: _____ Groom _____ Cell: _____

Address: _____

No PO Boxes

City _____ State _____ Zip _____

Phone Number: _____ Fax Number: _____

Email Address: _____ Web Address: _____

Date(s) Requested	Times	Date(s) Requested	Times
_____	_____	_____	_____

Describe the elements needed for your event: Mark those that apply

Est. Attendance _____ Time Table: _____

Food: (A) _____ Breakfast _____ Lunch _____ Dinner (B) _____ Buffet _____ Sit Down (C) _____ Hor D'oeuvres

Beverage: (A) Soft Drink: _____ Fountain Drinks _____ Bottled Water _____ Juice

(B) Alcohol: _____ Open Bar _____ Cash Bar _____ Beer & Wine Only _____ Cocktail Hour

Are there additional Food and Beverage needs or preparation requirements other than listed above - Yes / No

If Yes, Please indicate _____

Will this event utilize: _____ Dance Floor _____ DJ or Band _____ Podium for Speaker _____ Stage

Wedding Only: _____ Head Table _____ Sweet Heart Table _____ Gift Table,

Ceremony to be held here - Yes / No, If not at Expo, Where: _____

List who you have chosen for: Florist: _____ DJ/Band: _____ Baker: _____

This event will require: Please check all that apply:

____ Internet _____ Booth Set-up _____ Telecom _____ Theater/Classroom Seating _____ Projector/Screen _____ Easel(s)

Additional Comments: _____

How did you find out about the Fredericksburg Expo Center: _____

**Fredericksburg Expo & Conference Center • 2371 Carl D. Silver Parkway • Fredericksburg VA 22401
540-548-5555 • Fax 540-548-0552**