

# Willows Event Venue Site Plan

Redwood Square 480 Redwood Street Suite 20A Vallejo, CA 94590 willowsevent.com 707.342.7352 info@willowsevent.com

Event Date \_\_\_\_\_  
 Client \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Occasion \_\_\_\_\_

Guest Count \_\_\_\_\_  
 Total Seats \_\_\_\_\_  
 Theme \_\_\_\_\_  
 Colors \_\_\_\_\_  
 Event Begins \_\_\_\_\_  
 Guests Arrive \_\_\_\_\_  
 Buffet Opens \_\_\_\_\_  
 Event Ends \_\_\_\_\_

- 1. cake/gifts
- 2. buffet area
- power outlets



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