



Planning a Great Event With Mountain Top!

What kind of event are you planning?

We have hosted many different kinds of events. Each event is carefully planned and priced in advance to meet the need of your group and your budget.

Are you having:

- Clambake?
- Reunion?
- Sports Banquet?
- Other Special Occasions?
- Company Event?
- Wedding?
- Recognition Event?

Cost is a critical consideration and we will work with you to remain within your budget. We pride ourselves on delivering exceptional value for your dollars. Consider the size of your group, food selections (the only activity that everyone will be sure to participate in will be eating!), and services provided at the start of your planning.

Mountain Top Event Planning

To Get Started:

Three to Twelve Months before your event:

1. Call Rosey or Tim (607)669-4175 to get a list of open dates and discuss your group's needs.
Look over our menu options. (Feed them well!)
2. Reserve your date.
3. Organize a planning committee of 3 -10 people to help manage the event. Ask for our planning packet that includes:
 - Local Entertainers
 - Ideas for Great Parties
 - Mountain Top's Picnic Checklist
4. Get your first announcement out so that your guests get the event on their calendars.

One to Three Months before your event:

1. Let us know your menu choice.
2. Make a schedule of events for your day.
3. Confirm any outside entertainment.
4. Return Mountain Top's picnic checklist.
5. Bring key people for a tour of the grounds to build enthusiasm.
6. Start advance ticket sales or send out invitations with RSVPs with details of food and activities.
7. Advertise with posters in appropriate places.

Two Weeks before your event:

1. Tally your RSVPs or ticket sales. Call Rosey or Tim with a confirmed count 8 days prior to your event.
2. Send reminders to all of your guests. "Looking forward to seeing you" notes help with the event anticipation.

On the Day of the Event:

1. Have a great time enjoying a well-planned, smoothly running event.