



Events Checklist

The Ambassador Hotel specializes in successful events so we will help you make the most of your catered event. Call today for a no-cost, no-obligation consultation with our catering coordinator.

- Where will the event be held? The **Ambassador Hotel has 8,500 square feet** of function space available for just about any type of event. Also, the *Bella Vista House & Las Tiendas Courtyard*. If you have another location in mind, Ambassador Catering can cater to just about any location.
- What type of set up will work the best for the event? Classroom style with tables and all chairs facing the front, theatre style with chairs only facing the front of the room, banquet style with round tables that seat 8-10, or boardroom style? Let the Ambassador Hotel Meeting & Catering Services Coordinator help you design your unique event.
- Is this a formal or casual event? The Ambassador Hotel can bring our 16' pit smoker and cook at your location, or we can pamper your guests with a four-course dinner, complete with china, glass, & silver while our tuxedo clad professional staff serves.
- What is the estimated attendance? Ambassador Catering can accommodate 25 to 2500 guests.
- What color table linens are needed? The Ambassador Hotel offers complimentary white table linens, linen overlays in an array of 9 colors, complimentary formal damask linen table skirting, and offers complimentary black or white linen napkins. Linen rentals are available in a variety of colors, as are Formal gold damask linen overlays. Convention linens are also available.
- Are centerpieces and decorations needed? The Ambassador Hotel can provide the centerpieces and buffet table decorations for the event, just let the meeting planner know if you want formal or casual decor.
- What type of menu will you need? You can choose from one of our existing menus or let Ambassador Catering customize something special to suit your palate.
- Will you need beverage service? Ambassador Catering offers TABC licensed alcohol service with top shelf liquor.
- Will there be an audiovisual presentation? If so our event planner can help coordinate with your meeting.
- Will there be entertainment, such as a disc jockey, if so, will you need a dance floor or platform? The Ambassador Hotel offers both, just let your event planner know.
- Will you need sleeping rooms for your out of town guests? The Ambassador Hotel offers lodging packages and group room rates at our award-winning, premier, full service hotel.