

Mequon/Thiensville Event Planning Guide

This planning event guide is a collaborative project between the Mequon-Thiensville Chamber of Commerce and Milwaukee Area Technical College- Mequon Campus. Only Chamber member businesses are listed as of the date of publication. Suggestions, comments and information updates may be addressed to Chamber Executive Director Linda Oakes at lindao@mtchamber.org. All information contained in this Planning Guide is subject to change without notice. Please see the complete version at www.mtchamber.org

COMMUNITY SITES	Location	Capacity	Fee	*Audio Visual	Contact	Phone Number
Logemann Community Center	6100 W. Mequon Rd 112N, Mequon	150	Varies	M, S, kitchen	Joni MonFre	262-242-7471
Cedarburg Cultural Center*	W62 N546 Washington Avenue, Cedarburg	300	Varies	M, S, O, SL	Jean Lambo	262-375-3676
Mequon City Hall	11333 N. Cedarburg Rd 60W, Mequon	100	N/A	O, S	Sandy Rauch	262-242-3100
Thiensville Village Hall	250 Elm Street, Thiensville	50	N/A	P, O, L, S	Sue Conway	262-242-3720
Weyenberg Library	11345 North Cedarburg Rd., Mequon	50	\$50.00	P, M, S, O, L	Ellen Laechel	262-242-2593
Willowbrook Place	205 Green Bay Rd., Thiensville	50-75	N/A	P, M	Pat Treffert	262-242-8045

* liquor license-alcohol can be provided

SCHOOLS

Mequon/Thiensville Schools	5000 W. Mequon Rd 112N, Mequon	Varies	Varies	P, M, S, O	Charlie Gross	262-238-5668
MATC *	5555 W. Highland Road, Mequon	5-300	Varies	P, M, S, O, L, SL	Shelly Conroy	262-238-2205
Concordia University *	12800 N. Lakeshore Drive 9W, Mequon	150 or less	Varies	P, M, S, O, L, SL	Barbara Hunt	262-243-4533

* catering available from facility

PARKS

Thiensville Village Park	Elm Street, Thiensville		\$50-\$300	\$100 deposit	Sue Conway	262-242-3720
Mequon Parks						
- Virmond Park	Lakeshore Drive, Mequon					262-238-8257
- Rotary Park	Highland Road, Mequon	150 or less	\$250-half day \$375-all day	\$200 deposit	Sandy Rauch	262-242-3100
	- Reuter Pavilion	over 150	\$300-half day \$400-all day	\$200 deposit		
	- Rotary Pavilion	120	\$85-half day \$150-all day	\$200 deposit		
	- Gazebo	75-100	\$85-half day \$150-all day	\$50 deposit/R		
- River Barn Park	Cedarburg Road, Mequon	75-100	\$400/full day +	\$200 Dep/R	Sandy Rauch	262-242-3100

RESTAURANTS/CLUBS/ETC.	Location	Capacity	Fee	*Audio Visual	Contact	Phone Number
Alpine Village	10401 N. Cedarburg Road 51W, Mequon	275, 43, 35	NC w/meal	P, M, S	Steve Petrie	262-242-2840
Brew City Barbeque	1025 N. Cedarburg Rd 49W, Mequon	20-250	NC	S	Thomas Shepard	262-238-2600
Café 1505	1505 W. Mequon Road 112N, Mequon	Up to 50			Bill Ledger	262-241-7076
Café Forte	1530 N. Port Washington Rd 13W, Mequon	10-12	NC	None	Fred Rubner	262-241-8819
Highland House	12741 N. Port Washington Rd 13W, Mequon	80	NC w/meal	M, S	Tom Demarsh	262-243-5844
Libby Montana	5616 W. Donges Bay Rd. 104N, Mequon	80	NC w/meal	P, M	Libby Wick	262-242-2232
Marcus Theatre	11700 N. Port Washington Rd 13W, Mequon	120-275	Starting \$125	None		
Mequon Country Club	12400 N Ville du Parc Dr. 34W, Mequon	10-375		P, M	Kevin Doyle	262-242-1400
Rick's Steakhouse	149 Green Bay Road, Thiensville		NC w/meal		Rick Roland	262-478-0075
Tomaso's of Mequon	6075 W. Mequon Road, Mequon				Nancy Horrigan	262-242-5917

CATERERS:	Location	*Meals (B, L, D, Cocktails)	Contact	Phone Number
Al's Seafood	6001 W. Mequon Road 112N, Mequon	B, L, D	Scott Weiland	262-238-1212
Ferrante's	10404 N. Port Washington Rd., Mequon	L, D	Amy Ferrante-Gollwitzer	262-241-5420
Fiddleheads Espresso Bar & Café	192 South Main Street, Thiensville	B, L, D	Lynn Wroblewski	262-238-8737
Godin's Piggly Wiggly	6111 W. Mequon Rd 112N, Mequon	B, L, D, C	Karen & Paul Godin	262-242-2180
Haus of Prime Meats	227 N. Main Street, Thiensville	Party Trays, Deli	Kevin Conrady	262-242-3504
Jimmy John's	11422 N. Port Washington Road	L, D, delivers	Steve Wirth	262-241-0700
Larry's Brown Deer Market	8737 N. Deerwood Dr. Brown Deer	B, L, D, C, bag lunches, picnics, etc.	Jim Peterson	414-355-9650
Leonardo's Pizza Parlor	11051 N. Port Washington Rd 13W, Mequon	L, D	Mark Mollenhauer	262-241-8557
Shully's Cuisine	146 Green Bay Rd, Thiensville	B, L, D, C and special events	Scott Shully	262-242-6633
Subway Sandwich Shop	10992 N. Port Washington Rd 13W, Mequon	L, D, party subs	Mgr. on duty	262-241-4263
Starbucks Coffee Co.	1125 N. Port Washington Rd, Mequon	B, L, D	Lori Michaels	262-240-2969

LODGING	Location	*Amenities	Meeting Rooms	Guest Rooms	Contact	Phone Number
Americinn Lodge & Suites	W190 N10862 Commerce Cr, Germantown	S, O, P	1 (35)	47	Julie Kuper	262-502-9750
Baymont Inn & Suites	5110 N. Port Washington Road, Grafton	P,S, MR, S	1 (35)	67	Lori Polzin	262-387-1180
Best Western Quiet House Suites	10330 N. Port Washington Rd 13W, Mequon	P, AV	1 (18-33)	55	Beth Burgess	262-341-3677
Chalet Motel	10401 N. Port Washington Rd 13W, Mequon		--	53	Linda Walsh/ Bob Briese	262-241-4510
Four Points Sheraton Milw. North	8900 N. Killdeer Ct., Milwaukee	P, M, S, O, SL, L, MR, S, P, CL	10 (6-385)	149	Cheryl Smith	414-355-8585
Gresley House Bed & Breakfast	13907 N. Port Washington Rd 13W, Mequon		--	4	John Gresley	262-387-9980
Holiday Inn Express	4443 W. Schroeder Drive, Brown Deer	P, S, O, MR, S, P	2 (12-15)	78	Karen Berthelson	414-355-1300
Mequon Country Inn/Sybaris	10240 N. Cedarburg Rd. 49W, Mequon	P	--	34	Michele Doers	262-242-8000
Washington House Inn	W62 N573 Washington Avenue, Cedarburg	P, M, S, O, L, SL	1 (20-35)	34	Wendy Porterfield	262-375-3550

PRINTERS						
Copy Master	10320 N. Port Washington Road, Mequon	Printing, copies, typesetting			Howard Lakritz	262-241-3900
First Priority Printing	11037 N. Port Washington Road, Mequon	Printing, copying (B/W, color), graphic design			Rob Strzelczyk	262-241-4465
Heritage Quality Printing	3575 N. 124 th Street, Brookfield	Commercial printing			Bob Wendt	262-373-4009
Lustre Color Printing & Graphics	6040 W. Executive Dr., #C, Mequon	Printing, copies, design, large graphics			Chuck Winnemann	262-242-3174
Minuteman Press-Mequon	6101 W. Mequon Road, Mequon	Printing, copying (bw/color)			Rob Grant	262-242-4400
Patton Printing Ltd.	12308 N. Corporate Pkwy., #250, Mequon	Designing, printing, copying (bw/color), mailing			Deb Patton	262-243-0055

PHOTOGRAPHERS						
Portraits & Dreams, Inc.	1340 W. Towne Square Road, Mequon	Portrait and wedding			Richard Bublitz	262-241-4320
Worzella Photography, Inc.	7606 W. Mequon Road, Mequon	Portrait			Amy Sterkenburg	262-242-3663

MISCELLANEOUS						
Suburban Rental	525 N. Main St., Thiensville	Party rentals			Steve Shallock	262-238-0787
Elliot's Partyland	11065 N. Port Washington Rd 13W, Mequon	Party supplies			Bill/Renee Eldridge	262-241-4905
Fantasy Flowers	106 E. Freistadt Rd., Thiensville	Flowers, decorations			Nancy Witte-Dycus	262-242-3732
Creative Signs Express	6619 W. Mequon Rd. 112N, Mequon	Signs			Randy I gel	262-238-9586
Fleet Sign Systems	9730 N. Granville Rd, Mequon	Signs			Walter Tolocko	262-242-5314
CME Resources	11051 N. Towne Square Rd., Mequon	Event planning services			Tara Salacks	262-241-5727

*Audio Visual P = Podium M = Microphone S = Screen O = Overhead Projector L = Laptop & LCD Projector SL = Slide Projector
 **Amenities MR = Meeting Room S = Suite P = Pool CL = Cocktail Lounge

Event Planning Check List

Here is a handy check list than can be used as you plan your event. Some of the items may not apply to your event.

- _____ Determine goals of the event
- _____ Organize an event planning meeting
- _____ Set the agenda
- _____ Arrange for speakers/presenters
- _____ Develop a program script
- _____ Determine the approximate number of attendees
- _____ Develop budget, including registration fee
- _____ Develop or secure a mailing list of invitees
- _____ Arrange for meeting location and room rental, including break-out rooms
- _____ Develop and send invitation
- _____ Print and distribute/sell tickets
- _____ Provide RSVP contact person with event details
- _____ Develop seating and other room arrangements, including lighting and sound stage
- _____ Develop arrangements and space for exhibits and displays
- _____ Develop arrangements for music
- _____ Arrange for lodging accommodations and transportation
- _____ Create name cards and name tags
- _____ Assign a meeting facilitator
- _____ Assign a minute taker
- _____ Assign a time keeper
- _____ Develop handouts
- _____ Secure a coat rack
- _____ Assign greeters and registration staff
- _____ Develop a press release for the Chamber Newsletter and local media

- _____ Develop and purchase advertising
- _____ Determine and order food service needs for meals and breaks
- _____ Plan room decorations
- _____ Determine and order floral needs
- _____ Contact photographer
- _____ Organize or rent AV equipment
- _____ Acquire give-a-ways and souvenirs
- _____ Rent miscellaneous equipment and supplies
- _____ Secure entertainment
- _____ Develop and post internal and external signs
- _____ Arrange for parking details
- _____ Provide special accommodations for persons with disabilities
- _____ Notify the local Police Department with special details
- _____ Place a last minute call to presenters and key participants
- _____ Conduct a final check of the facility
- _____ Present a well-planned event
- _____ Send thank-you notes
- _____ Pay final bills
- _____ Develop a final budget statement
- _____ Evaluate the ways in which the goals of the event were met

[Event Planning Checklist Developed by Milwaukee Area Technical College](#)

Why And How To Use A Professional Speaker

WHY? ENTERTAINMENT - you want to draw people with excitement
- OR - EDUCATION - you need expertise that you don't have "in house"
- OR - You want some of both.

To determine who you are looking for, consider the following...

ENTERTAINMENT - with or without a message?

- humorous
- motivational
- classic entertainment - musician, magician, etc.

EDUCATIONAL - general or technical expert or customized to your audience?

- speech, seminar or workshop
- specific topic or to fit overall theme - or both

WHEN? - Have your dates decided - at least the month of the event
Will it be a luncheon or banquet speech, a keynote to kick off or sum up the event, or a seminar or workshop - what time of day?

COST? - Predetermine your budget range (plus expenses of travel, lodging, meals), your flexibility, what concessions you are willing to make, i.e. allow tape or book sales for a lower guaranteed fee

WHO? Now that you know what you want, how to find who you want.....

Bureaus - Speakers bureaus represent a multitude of speakers and can recommend several potentials that fit your requirements - check your local yellow pages (Speakers Bureaus, Motivational & Self Improvement Training) or the National Speakers Association bureau listings

Agents - represent one to three specific speakers - you call an agent when you know exactly who you want

Referrals - do networking with other planners who have used speakers or ask speakers that you trust for referrals

Directories - Who's Who in Speaking (the National Speakers Assn)

American Society of Association Executives

American Society for Training and Development

WHAT TO ASK FOR when you've narrowed it down to several choices.....

- Audition tape - audio or video cassette or CD/DVD
- References - letters from satisfied customers
- Support materials - handouts used in the presentation
- Biography and photo - including their brochure
- Customization - is it available or do they have ONE speech
- Introduction - how do they want to be introduced (do they have a special prewritten introduction)

WHAT TO TELL THE SPEAKER once you've made your decision...

- Theme - if your event has a theme, give them the theme and a description of what that theme means to you (or your committee)
- Audience - ages, occupations, gender
- News - any current good or bad news about your group that the speaker should know of in advance - perhaps a copy of your local paper or organization newsletter - warning of "forbidden" topics
- Other speakers - let them know who else is on the program and what they will be addressing - send a copy of the announcement or program of the event
- Contact person in your organization - name (& title), phone number, address, email

CHECKLIST OF SPEAKER NEEDS

- A/V equipment
- taping of speaker - audio or visual
- microphone (lavalier, podium, freedom)
- room set-up (including backdrop)
- tape or book sales
- handouts (they provide or you copy)
- music, special sound system needs
- lighting
- props
- set-up time
- evaluations (they provide or you copy?)
- fire/emergency exits
- expenses - what is included, payment terms
- travel - arrival/departure times
- pick-up - drop off arrangements
- lodging arrangements
- special appearances (media interviews, book signings, etc.) arrangements

OTHER HELPFUL HINTS

- Arrange for someone to meet the speaker prior to the presentation to check out the room, sound system, etc. and handle any last minute details
- Most speakers are booked three months to one year in advance - PLAN AHEAD
- Fees and ability are not necessarily proportionate
- Consider high quality local talent, save on expenses

Why and How to Use a Professional Speaker
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Meeting Box Essentials

- Cell phone and charger
- Important phone #'s
- Cash for tipping
- Notepad
- Notecards
- Post-its
- Pens
- Markers - wide tip and fine point
- Paper - blank for signs (8 1/2 x 11)
- Extra nametags
- Duct, scotch and masking tape
- Stapler and staples
- Rubber bands
- Small portable tool kit
- Scissors
- Stickpins and safety pins
- Utility knife
- Hand wipes
- Antiseptic wipes
- Band-aids
- Tissues
- Mints or gum
- Dental floss
- Water -bottled

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A partnership between
Mequon/Thiensville
Chamber of Commerce
and
Milwaukee Area
Technical College

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