



Catering Checklist

- ___ Determine estimated attendance
- ___ Determine décor needs, table linen colors, center pieces, etc.
- ___ Will there be a head table? How many seats? Will it be on a platform?
- ___ Is a podium required?
- ___ Will microphones be required? How many?
- ___ How much time is needed for set up? When will the room be available?
- ___ Is a registration or supply table needed outside the room?
- ___ Is an award table needed behind the head table?
- ___ Are programs/menus to be placed on tables or chairs or distributed at the door?
- ___ Are there special arrangements for guests with dietary restrictions?
- ___ Are there special arrangements for guests with disabilities?
- ___ When is the final guarantee required?
- ___ Is a coat check room needed?
- ___ Will there be an audio visual presentation? What equipment is required?
- ___ Is a rehearsal planned? When?
- ___ At what time will the doors be opened?



Accommodations
unlimited
"We Do The Legwork"

____ What is the timing for all aspects of the event? (cocktails, entertainment, presentations, meal service, dancing, etc.)

____ Where are the restrooms?