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

____ Where are the restrooms?