

# EVENT CHECK LIST

**Event Type:****Your Company Name:****Contact Name:****Primary Telephone Number:****Primary E-mail Number:****Number of Guests:****Timing Issues:**

Event Date:

Set Up Time:

Clean Up Time:

Hours for Hors d'Oeuvres:

Hours for Main Course:

Hours for Dessert:

Event Location:

Access to Loading Dock:

**Serving Styles:**

Formal or Informal

Buffet Style or Butler Style:

How Many Food Stations:

**Menu Issues to Consider:**

Type of Food or Theme:

Hot Food, Cold Food, Both:

Special Dietary Requirements:

**Beverage Issues to Consider:**

Host or No Host Bar

Beer, Wine Only:

Full Bar

Premium Bar:

Are Mixers, Bar Condiments Needed:

Sodas, Juice, Waters:

Coffee and Tea Station:

**Personnel Considerations:**

Staff personnel needed:

Bartenders:

Wait Staff, if so, how many:

Kitchen Personnel, if so, how many:

Attire for staff personnel (casual, black tie, etc):



**Location Information:**

Is the event inside or outside:  
Meeting Room or Dining Room:  
Other:

**Table Arrangements:**

Round tables:  
Rectangle tables:  
Chairs (folding or wood)  
Tables for Buffet needed:  
Bar Cart:

**Equipment Needs:**

China plates (dessert, appetizer, salad, dinner)  
Wine glasses, champagne glasses, soda glasses  
Coffee mugs  
Silverware (forks, salad forks, knives):  
Cloth napkins:  
Paper napkins:  
Plastic ware (clear):  
Linens:  
Decorations:  
Flowers (if so, how many)

