

## CATERING CHECK LIST

### TIME TABLE FOR A SUCCESSFUL EVENT

|                     |                          |  |
|---------------------|--------------------------|--|
| UP TO 12 MONTHS OUT | <input type="checkbox"/> | Place a \$500.00 deposit to hold room and sign meeting room license agreement          |
| 30 DAYS OUT         | <input type="checkbox"/> | Choose menu, estimated attendance due, sign policies and procedures                    |
|                     | <input type="checkbox"/> | 50% deposit of estimated charges due   |
| 14 DAYS OUT         | <input type="checkbox"/> | 100% payment of estimated charges due, Proof of Insurance, update estimated attendance |
| 3 DAYS OUT          | <input type="checkbox"/> | Final guarantee due  |
| EVENT DATE          | <input type="checkbox"/> | Enjoy your event!  |
| 10 DAYS AFTER EVENT | <input type="checkbox"/> | Additional charges due if any  |

### REMINDERS

| <u>TABLE TOP</u>    | <input checked="" type="checkbox"/> | <u>SPACE</u>                | <input checked="" type="checkbox"/> | <u>MISCELLANEOUS</u>      | <input checked="" type="checkbox"/> |
|---------------------|-------------------------------------|-----------------------------|-------------------------------------|---------------------------|-------------------------------------|
| Linen Colors Chosen | <input type="checkbox"/>            | Room Diagrams               | <input type="checkbox"/>            | Event Timeline Filled Out | <input type="checkbox"/>            |
| Center Pieces       | <input type="checkbox"/>            | Head Table Location         | <input type="checkbox"/>            | Buffet or Plated Meal     | <input type="checkbox"/>            |
| Flower Arrangements | <input type="checkbox"/>            | Dance Floor Location        | <input type="checkbox"/>            | Program After Meal?       | <input type="checkbox"/>            |
| Ice Carvings        | <input type="checkbox"/>            | Bar Location                | <input type="checkbox"/>            |                           | <input type="checkbox"/>            |
| Table Numbers       | <input type="checkbox"/>            | Stage Location              | <input type="checkbox"/>            |                           | <input type="checkbox"/>            |
| Chair Covers        | <input type="checkbox"/>            | Buffet Location             | <input type="checkbox"/>            |                           | <input type="checkbox"/>            |
| Place Cards         | <input type="checkbox"/>            | Registration Table Location | <input type="checkbox"/>            |                           | <input type="checkbox"/>            |
| Wine Service        | <input type="checkbox"/>            | Audio Visual Equipment      | <input type="checkbox"/>            |                           | <input type="checkbox"/>            |
| Cocktail Service    | <input type="checkbox"/>            | General or Assigned Seating | <input type="checkbox"/>            |                           | <input type="checkbox"/>            |

### EVENT TIME LINE & AVERAGE MEAL TIMES

|                                    | <u>Start Times</u> | <u>Example</u>                   |
|------------------------------------|--------------------|----------------------------------|
| Guests arrive                      |                    | 6:00 PM                          |
| Cocktail Reception 30 - 60 minutes |                    | 6:00 PM                          |
| Open Doors                         |                    | 6:45 PM                          |
| Seating - 20 minutes               |                    | 6:45 PM                          |
| Welcome/Prayer - 10 minutes        |                    | 7:05 PM                          |
| Salad Course Preset - 15 minutes   |                    | 7:15 PM                          |
| Salad Course Served - 35 minutes   |                    | <i>Add 20 minutes - optional</i> |
| Serve Entrée - 10 - 25 minutes     |                    | 7:30 PM                          |
| Meal Time - 20 minutes             |                    | 7:50 PM                          |
| Clear Entree Plates - 20 minutes   |                    | 8:10 PM                          |
| Tables Cleared                     |                    | 8:30 PM                          |