

FOOD & BEVERAGE CHECKLIST

- What is the estimated attendance?
- What are your table linen choices?
- Are centerpiece and decorations needed for head and buffet tables?
- Is A/ V needed? Do you need special lighting, spotlights, microphones, stage, platform, etc?
- Are stages or platforms to be skirted and/or carpeted?
- Will there be music playing in the background or dancing?
- Are there any props or banners that need to be set-up?
- How much time is needed for set-up? What time will the room be accessible?
- If service is buffet style, does the head table serve themselves or are servers to prepare their plates?
- Is a registration table needed outside the function room? Is an award table needed?
- Are programs or menus to be placed on tables or chairs or distributed at the door?
- Is a room needed for VIPs prior to the function?
- Are there any special meals dietary restrictions, or food allergies in the group? Where are they seated?
- What time should the doors be opened/
- What is the timing for all aspects of the event? (Music, meal, presentations, entertainment, etc)
- Will the national anthem be played? In the United States the American Flag is required (The American Flag must always be stage right with the state flag stage left)

Add your own notes and To-Do's Here:

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- _____
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Compliments of:

