



# Banquet / Event Checklist

Event Date: \_\_\_\_\_ Event Name/Nature: \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_ Guest Count Due Date: \_\_\_\_\_

Cocktail Hour/Social/Start: \_\_\_\_\_ Food Service Time: \_\_\_\_\_

Contact #1: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact #2: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail \_\_\_\_\_

Address \_\_\_\_\_

## Appetizers

Item: \_\_\_\_\_ S / M / L \$ \_\_\_\_\_

Item: \_\_\_\_\_ S / M / L \$ \_\_\_\_\_

Item: \_\_\_\_\_ S / M / L \$ \_\_\_\_\_

Item: \_\_\_\_\_ S / M / L \$ \_\_\_\_\_

Item: \_\_\_\_\_ S / M / L \$ \_\_\_\_\_

Item: \_\_\_\_\_ S / M / L \$ \_\_\_\_\_

Item: \_\_\_\_\_ S / M / L \$ \_\_\_\_\_

Item: \_\_\_\_\_ S / M / L \$ \_\_\_\_\_

Item: \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

Item: \_\_\_\_\_ #: \_\_\_\_\_ \$ \_\_\_\_\_

Item: \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

Item: \_\_\_\_\_ #: \_\_\_\_\_ \$ \_\_\_\_\_

## **Dinner Service Details**

Dinner Menu: \_\_\_\_\_ Family Style / Buffet (circle one)

Entrée 1: \_\_\_\_\_ Entrée 2: \_\_\_\_\_

Entrée 3 (if applicable): \_\_\_\_\_ Starch/Bread: \_\_\_\_\_

Vegetable (if applicable): \_\_\_\_\_

Salad Dressing preferred #1: \_\_\_\_\_ #2 \_\_\_\_\_

Children's Chicken Tenders (ages 4-10):  YES  NO How Many: \_\_\_\_\_

## **Bar Service Details**

Host Bar for an Hour:  YES  NO Host Bar All Night:  YES  NO

Details of Host Bar: \_\_\_\_\_

Hosted Beer:  YES  NO Start Time: \_\_\_\_\_

Selection: \_\_\_\_\_ How many Barrels: \_\_\_\_\_

Hosted Soda:  YES  NO Start Time: \_\_\_\_\_

Hosted Wine:  YES  NO Start Time: \_\_\_\_\_

Selection: \_\_\_\_\_ How many Bottles: \_\_\_\_\_

Custom Cocktail:  YES  NO Start Time: \_\_\_\_\_

Custom Cocktail Details: \_\_\_\_\_

## **Amenities / Options**

Cake Cutting Service:  YES  NO Risers/Stage:  YES  NO

Audio Rental:  YES  NO Video Rental:  YES  NO

Linen Color: \_\_\_\_\_ Napkin Color: \_\_\_\_\_

Table Overlays:  YES  NO Color: \_\_\_\_\_

