



Banquet / Event Checklist

Event Date: _____ Event Name/Nature: _____

Estimated Guest Count: _____ Cocktail/Start Time: _____

Food Service Time: _____ Estimated End Time: _____

Contact #1: _____ Phone Number: _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Contact #2: _____ Phone Number: _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Completed Event Checklist Due: _____ Final Guest Count Due: _____

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: _____

Kid's Chicken Tenders **OR** Mac & Cheese (circle one): YES NO How Many: _____

Bar Service Details

Open Bar for an Hour Open Bar All Night Cash Bar ____:____ - ____:____

Details of Open 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: _____

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: _____

Table Sashes: YES NO

Color: _____

Chair Covers: YES NO Color: _____ Sash Color: _____

Time coming to decorate: _____ Taking Down/Clean Up: _____

Vendors

DJ/Band/Entertainment: _____ Phone Number: _____

Setup Time: _____ Is your DJ providing Dinner Music? YES NO

Cake Baker Info: _____ Phone Number: _____

Cake Delivery/Setup: _____ Is your cake baker licensed? YES NO

Special Instructions: _____
