

## 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

