

Flawless Event Checklist

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In helping you to make your special event the best it can be, we suggest the following checklist be completed:

- Decide on event date, time and location.
- Check availability and reserved location. When reserving a room, allow ample time for catering to set up and clean up on each end of your reservation time.
- Is there a rain location and rain plan if the event is planned for outdoors?
- What is your budget for food? Remember to include sales tax and service charges.
- Will your party be formal or informal? Determine what type of service best suits your needs.
- Have you obtained permission for wine service, if necessary?
- Have you made the necessary arrangements for the provision of tables, chairs, and additional accessories?
- Are tablecloths and skirts needed?
- Who is responsible for decorations before and after the event?
- Do you need a head table? A special table for awards, gifts, or literature? Who will direct special guest to the head table?
- Have you considered special needs? (podium, microphone, lights).
- Does your event have a scheduled program that will affect the time or service of catering? If so, please contact Peppercorn Catering and specify schedule.
- Are there any special diet restrictions for any of your participants? (Vegetarian, health concerns, etc.)
- Are their place cards or reserved seating?
- Who will put out place cards and when? Programs?
- Will the entertainers be invited to eat? Before or after the performance?
- How much time have you allowed for different services — Meal? Program? Awards?
- Are your guests familiar with location? Do you need a map or directions?
- Where will guests park?
- Will the guests be greeted? Where and by whom?
- Have you arranged for coat racks, if needed?
- Where are the restrooms?
- Have you confirmed table arrangements and final count with the Catering Office?
- Who is in charge of arrangements for the event? Alternate in case of emergency?
- Who is responsible for payment of bill?
- When is payment required?
- Have I provided Sales Tax Exemption Form if applicable?
- Other:

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