

Event Coordinator Checklist for Banquets

1. name of guests _____
2. phone # of guests _____
3. date of event _____
4. time of event _____
5. location of event _____
6. estimated number of guests _____
7. type of event _____
8. bar options _____
9. wine service _____
10. hors d' oeuvres _____
11. menu selection _____
12. dessert _____
13. specialty cakes _____
14. coffee service _____
15. table rentals _____
16. additional tables, gift table ect, _____
17. chair rentals _____
18. chair covers _____
19. tablecloth colors _____
20. napkin colors _____
21. flower arrangements _____
22. candles for tables _____
23. music selection _____
24. disc jockey _____
25. dance floor _____
26. live music _____

