Catering Planning Checklist

- Name of event: _____
- Date of event: _____
- How many people are you planning to attend? _____
- How much do you want to spend on food? _____
- What kind of menu?
    - Hot buffet
    - Hot plated
    - Cold buffet
    - Cold plated
    - Box lunch
    - Appetizers
    - Disposable or china?
    - Continental
    - Breakfast
    - Coffee and beverage only
    - Snacks and breaks
- Do you have a room booked?
    - Campus:_____
    - Building:_____
    - Room:_____
- Set up for room
    - Check-in table?
    - Food tables, how many?
    - Other table needs?
    - Attendees type of tables:
        - Round
        - Square
        - Rectangles
    - How many per table?

Catering Planning Checklist

- Linen for tables:
  - Rent from cater?
  - Provide your own?
  - Disposable: Self purchase? Cater purchase?
- Decorations:
  - Theme?
  - Flowers?
    - Self-purchase?
    - Cater purchase?
    - On buffet?
    - On tables?
- Other decorations? Please specify.