

## 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?

Charge Café contact information

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- 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.

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