

SPECIAL FUNCTION CHECKLIST

Special Function Planning Worksheets are a valuable tool for every catering operation. Their use helps to ensure that items the catering office has committed to are delivered to the customer. We will make every attempt to anticipate your needs and ask the right questions to insure your event is a success. This checklist can help you plan your function.

Event Date: _____ Type of Event: _____

Estimated # of Guests: _____ Final Count due by date: _____

Room(s)/Location: _____

Room Capacities: _____

Arrival Time: _____ Meeting Time: _____

Cocktails: _____ Meal/Food Service Time(s) _____

Bars: _____ How many: _____ Location of Bars: _____

Open Bar _____ Open Bar w/maximum: _____ Pay as you go: _____

Minimum Sales requirements: _____

Table Arrangements:

Tables:

U-Shaped: _____ T-Shaped: _____ E-Shaped: _____ Theater: _____ Conference: _____

Fan-Shaped: _____ Open Center Square: _____ Rounds: of: _____ Rounds of: _____

Banquets of: _____ Banquets of: _____

Mixed Table Arrangements: Tables for: 4, _____ 6, _____ 8, _____ 10, _____ 12, _____
14,
_____ 16, _____ 18, _____ 20, _____ Other, _____

Tables around dance floor: _____ Other: _____

Type of Head Table(s): _____ Number at Head Table(s): _____

Linen Selections:

Skirting Color(s): _____ Top Cover Color(s): _____

Napkin Color(s): _____

Special Table Requirements:

Registration Table/Chairs: Size: _____ Type: _____ Chairs: _____

Skirt/Topper Colors: _____ Location: _____

Guest Book Table: Size: _____ Type: _____ Chairs: _____

Skirt/Topper Colors: _____ Location: _____

Name Tag Table: Size: _____ Type: _____ Chairs: _____

Skirt/Topper Colors: _____ Location: _____

Cake Table:

Size: _____ Type: _____

Skirt/Topper Colors: _____ Location: _____

Groom's Cake Table:

Size: _____ Type: _____

Skirt/Topper Colors: _____ Location: _____

Gift Display Table:

Size: _____ Type: _____

Skirt/Topper Colors: _____ Location: _____

Projector Table/Chairs: Size: _____ Type: _____ Chairs: _____

Skirt/Topper Colors: _____ Location: _____

Other Table/Chairs:

For: _____

Size: _____ Type: _____ Chairs: _____

Skirt/Topper Colors: _____ Location: _____

Special Needs:

Wedding Cake Delivery Time: _____

Florist Delivery Time: _____

Podium: _____ Microphones: _____

Stage Risers: _____ Location: _____

Extension Cords: _____ Easel(s): _____

Movie Screen(s): _____ Projector: _____

Flag Stands/Flags: _____

Changing Room: _____

Message Board: _____

Lobby Directory Board to Read:

Portable Screens/Dividers: _____

Telephone Connections: _____

Candles: _____ Size: _____ Color: _____

Music: _____ Charges: _____

Special Entertainment: _____ Charges: _____

Centerpieces: _____ Charges: _____

Specialty Decorations: _____ Charges: _____

Coat Room Attendant: _____ Charges: _____

Cake Cutter/Servers: _____ Charges: _____

Rental Requirements: _____ Charges: _____

Area for Photographer: _____

Decorations: _____ Any restrictions: _____

Special Instructions (special dietary requirements, base entry information, etc) :

Food & Beverage Menu Requirements:

A copy of an itemized contract with all prices and fees will be provided to you.

Quantity Menu Selections Unit Cost

Total Cost

Total Food Costs: \$ _____ Total Charges: \$ _____
Total Beverage Charges \$ _____ Advance Payment: \$ _____ Date: _____
Service Charges: \$ _____ Balance Due: \$ _____
Room Preparation Fees: \$ _____ Charge To: (Name & Account Number): _____
Entertainment Charges: \$ _____
Decoration Charges: \$ _____ Total Miscellaneous Charges: _____