SULLIVAN'S CATERING

Professional Catering & Events

EVENT CHECKLIST

Fax to: Sullivan's Catering (703) 552-1525

Designed to help the busy host or hostess, our Event Checklist can be faxed to us, or simply used as a guide line to help organize your event. If you have any questions, please call us at (202) 256-9144

_____
NAME

_____
PHONE NUMBER

_____
E-MAIL ADDRESS

_____
ADDRESS OF EVENT

_____
CITY, STATE, ZIP

_____
DATE OR DATES OF EVENT

_____
NUMBER OF GUESTS

PRE-PARTY PLANNING

- ☐ Guest List
- ☐ Invitations Sent
- ☐ Budgets (see below)
- ☐ Location
- ☐ Entertainment
- ☐ Decorations

BUDGETING

- ☐ Food Budget
  $_____
- ☐ Entertainment Budget
  $_____
- ☐ Decorations Budget
  $_____
- ☐ Rentals Budget
  $_____
- ☐ **OVERALL Budget**
  $_____

WILL YOUR EVENT BE:

- ☐ Indoor
- ☐ Outdoor
- ☐ Buffet Style
- ☐ Family Style
- ☐ Platted Sit-Down Style

DO YOU NEED RENTALS:

- ☐ Tents
- ☐ Tables
- ☐ Chairs
- ☐ Table Cloths, Linen Napkins
- ☐ China Service
- ☐ Other
  _____

FOOD SELECTIONS

- ☐ Hot Hors D' Oeuvres
- ☐ Appetizers
- ☐ Cold Platters
- ☐ Breakfast Items
- ☐ Hot Entrees
- ☐ Sandwiches
- ☐ Themed Buffets
- ☐ Desserts

List in detail your food selections:

_____

DECORATIONS

- ☐ Linens
- ☐ Props
- ☐ Buffet Decoration
- ☐ Centerpieces or Flowers
- ☐ Other
  _____

ENTERTAINMENT

- ☐ Music
- ☐ Outdoor Games
- ☐ Board Games
- ☐ Movies
- ☐ Arts, Crafts & Keepsakes
- ☐ Entertainers (Clowns, etc.)
- ☐ Carnival Games
- ☐ Sports Games
- ☐ Other
  _____

SCHEDULE

- ☐ Send Invitations
  Date:_____
- ☐ Budget Planning
  Date:_____
- ☐ Choose or Create a Menu
  Date:_____
- ☐ Rental Ordering
  Date:_____
- ☐ Decide on Decorations
  Date:_____
- ☐ Decide on Entertainment
  Date:_____
- ☐ RSVP Date
  Date:_____

NOTES

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Fax: (703) 552-1525 ... Sullivans@staffnet.com ... www.sullivanscatering.biz