

Catering Checklist

Below are some questions you and your meeting manager should be able to answer before the main event:

- ▶ What is the estimated attendance?
- ▶ What are the table linen color choices?
- ▶ Are centerpieces and decorations needed for head and buffet tables?
- ▶ How many places are required at the head table? Will the head table be on a platform?
- ▶ Is a floor or table lectern needed? Where should it be placed?
- ▶ Is a microphone needed? If so, what type and where?
- ▶ How much time is needed for set up? When will the room be accessible?
- ▶ Are meals to be served at the head table, or will dignitaries take their places from reserved tables after the meal?
- ▶ If service is buffet style, are head table guests to serve themselves, or are servers to prepare their plates?
- ▶ If meal tickets are to be collected, who will collect them and where, at the door or at the table? Provide the caterer with a sample ticket.
- ▶ How are late arrivals without tickets to be handled?
- ▶ Are tickets required for head table guests?
- ▶ Is a registration or supply table needed outside the function room? Is an award table needed behind the head table?
- ▶ Are programs or menus to be placed on tables or chairs or distributed at the door?
- ▶ Is a room needed for VIPs prior to the function?
- ▶ Must special arrangements be made for guests with dietary restrictions?
- ▶ Are there banners that need to be placed?
- ▶ Is a coat checkroom needed?

- ▶ If awardees are seated in the audience, how will they approach the lectern?
- ▶ Is the US flag required? (The American flag must always be displayed to stage right, state flags stage left.)
- ▶ Will there be an audiovisual presentation? What type?
- ▶ Is background or dance music planned?
- ▶ Will there be a show or entertainment (including a band) for which an additional stage with handrails?
- ▶ Is a rehearsal planned? When?
- ▶ At what time will the doors be opened?
- ▶ What is the timing for all aspects of the event? (Pre-program music, entertainment, meal service timing, formal program and presentations, dancing, etc.)
- ▶ Where are the restrooms?