

Social Event Checklist

Group Name:

Event Date:

Registration

Registration Table Yes No

How Many 1 2 2 with 2 behind

Raffle or Prize Tables Yes No

Location

Auction Tables Yes No

Location

Who will be the on-site contact?

Tables

Linen Colors

Our Centerpieces Yes No

Booklets or Pamphlets Yes No

Menu

Appetizers Yes No

Buffet or Plated Buffet Plated

Vegetarians Yes No

Count

Pre-Sets Salad Dessert

Bar

Number of Bars

Cash or Host

Cash

Host

Host

Beer

Wine

Call

Premium

Agenda

Arrival Time

Serve Times:

Salad

Entrée

Dessert

End Time

OK to bus during Presentations

Yes

No

Dance

Dance Floor Size

Band or DJ

Band

DJ

Band: Stage,A/V, Set up time

DJ: Stage,A/V, Set up time

Presentations

Riser at Front of Room	Yes	No
Projector and Screens	Yes	No
Microphones	Yes	No
Live Auction	Yes	No

What is the the event about?

Count

Number of Attendees

Number of Vegetarians

Vegetarian Cards

Special Dietary Needs

Will they be expecting walkins