

Catering Event: These tips are not all inclusive. You may have additional questions related to your specific group event.

Getting Started

- Start a budget.
- Start a guest list.
- Create a gift wish list and sign up for one or more gift registries.
- Determine a date and time of event, and if possible a set of alternative dates.
- Will guest rooms be needed? If so how many?
- Food & beverage be needed?
- Will audio/visual equipment be needed?
- Determine the event(s) schedule.
- Gift Bags
- Invitations
- Thank-you cards

Event Space

- Use our [floor plan](#) to determine the appropriate room size needed for the event.
- Determine the full duration of the event.
- Determine the number of people attending.
- What kind of seating arrangement is needed? (Reception or Banquet)
- Determine what type of Audio/Visual equipment is required for entertainment and speakers.
- Will a podium be needed?
- Is a stage required or any special lighting?
- Will a dance floor be needed?
- Will you have a DJ or a band?
- Will flower arrangements, candles, or centerpieces be delivered for the tables?
- Will extra tables be needed for gift bags?

Food and Beverage

- Determine the number of people to be served at the event.
- Will we be making the cake or will you provide your own?
- Determine menu and beverage choices.
- Advise the staff of any special dietary requirements for people attending the event.
- Prepare two lists for the seating plan one in alphabetical order and one in order by table number.
- Will placement cards be provided?

Event

- Send out a save-the-date email.
- Find a florist.
- Find a photographer and/or videographer.
- Order gown and veil.
- Select party favors or gifts
- Place order for invitations.
- Purchase favors and accessories.
- Send out invitations.

Notes
