

Designed to help the busy host or hostess, our Event Checklist can be faxed to us, or simply used as a guideline to help organize your event. If you have any questions, please call us at 630-529-7770.

NAME _____

PHONE NUMBER _____

E-MAIL ADDRESS _____

ADDRESS OF EVENT _____

CITY, STATE, ZIP _____

DATE OR DATES OF EVENT _____

NUMBER OF GUESTS _____

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: _____

PRE-PARTY PLANNING

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

BUDGETING

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

NOTES

