



Catering Event Checklist:

Pre-Planning

- _____ Is event primarily business or social
- _____ Number, type of events
- _____ Projected versus actual budgets
- _____ Projected versus actual attendance
- _____ Size and setups of room
- _____ Menus, including special dietary or religious restrictions
- _____ Guarantee, deposit figures

To include on a working budget

- _____ Venue Rental Fees
- _____ Food costs
- _____ Bar Service
- _____ Gratuities/service charges
- _____ Entertainment Fees
- _____ Decorations
- _____ Type of Event (served, buffet, china, disposables)

Schedule for each function

- _____ Are musicians, entertainers, emcee, ushers needed?
- _____ Will timing conflict or overlap with other events at the facility?
- _____ Is time allowed for movement of attendees?
- _____ What is the expected attendance at each function?
- _____ Who will handle responsibilities?

Determining Catering Costs

- _____ Menus – standard or customized
- _____ China vs. Disposables
- _____ Linen – standard or specialty
- _____ Delivery Schedule – Set-up and Food

Inquire about special services

- _____ Biodegradable disposables
- _____ Elevators/Escalators
- _____ Checkrooms
- _____ Transportation
- _____ Traffic Control
- _____ Garage, valet parking service
- _____ Telephone, message service
- _____ Security

Contract for any additional services

- _____ Audiovisual (ELS)
- _____ Photographer, videographer
- _____ Entertainment
- _____ Lighting (ELS)
- _____ Security Guard
- _____ Transportation
- _____ Media Coverage
- _____ Souvenir supplier

Determining Cost

- _____ Decide how you want to be charged
- _____ Set cut-off date
- _____ Determine incremental increase in price if any, for latecomers
- _____ Negotiate beverages prices
- _____ Determine minimum number of servers and bartenders for each function, and charges for them (one per 50 guests)
- _____ Clarify the basis for federal, state and local tax charges
- _____ Inquire about any other surcharges: ice, corkage, setups, minimum labor fees for small groups
- _____ Plan menus accordingly
- _____ Specify all agreements in contract
- _____ Sign Contract

Venues/ Inspect possible sites for

- _____ Sufficient space
- _____ Adequate electrical outlets, voltage capabilities
- _____ Proper acoustics, lighting,
- _____ Columns, other obstructions
- _____ Accessibility of exits, restrooms, dressing rooms, telephones
- _____ ADA compliance

Room Setups (ELS)

Work with a scaled diagram and consider

- _____ Type of activities, purpose, desired atmosphere
- _____ Expected attendance
- _____ Number, dimensions of tables
- _____ Type of food service (served v. buffet)
- _____ Best table placement
- _____ Décor, entertainment

Location and dimensions

- _____ Stage
- _____ Platform
- _____ Dance floor
- _____ Proscenium height
- _____ Runways
- _____ Ramps
- _____ Risers
- _____ Access aisles
- _____ Floor covering

Possible items for head tables

- _____ Additional two feet for lectern
- _____ Special chairs
- _____ Place cards
- _____ Special services, decorations, beverages, gifts
- _____ Spouse, guest seating

Decorations

- _____ Meeting theme
- _____ Centerpieces
- _____ Décor, props

Pre-Event Arrangements

Staff assignments

- _____ Ticket collectors, cashiers, ushers, escorts for special guests
- _____ Coordinate attendance
- _____ Make and/or distribute posters, signage, seating lists, place cards, menus, programs, gifts
- _____ Attend to entertainers' needs (feed them?)

Instruct staff and attendees on

- _____ Seating procedures
- _____ Informing attendees of location changes
- _____ Assignments at alternate locations
- _____ Handling admission, tickets, cash collection
- _____ Special meal requests (vegetarian, vegan, Kosher, allergies, etc)

Check periodically that all instructions are being carried out

- _____ Room set-ups
- _____ Ticket sales
- _____ Cocktails
- _____ When doors open
- _____ Seating of head-table guests
- _____ Special opening ceremonies
- _____ Food service
- _____ Tables cleared
- _____ Speakers
- _____ Music, entertainment, dancing

Post-Function

- _____ Distribute tips (if gratuity not included on catering bill or service warrants additional)
- _____ Arrange for clean-up, including picking up any extra meeting or convention materials
- _____ Supervise inventory, return of unused beverages, mixes, food
- _____ Review billing/ accounting
- _____ Schedule post-event meeting



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