



# Big City Catering Corporate Checklist



## Location

- Exhibit hall
- General session room
- Break-out rooms
- Meal function rooms
- Hospitality rooms
- Permits/License

## Rentals

- Tables
- Registration Table(s)
- Chairs
- Linens/ Chair Covers
- Glassware/ China/ Utensils
- Pipe & Drape
- Carpeting/ Flooring
- Staging (Skirting/ Stairs)
- Risers
- Tents/ Canopies
- Stanchions/ Ropes
- Props
- Furniture
- Labor

## Décor Supplies

- Banners
- Special signs
- Stage Backdrop
- Table Décor
- Centerpieces
- Flowers/ Plants
- Candles/ Balloons
- Lighting

## Audio-Visual

- TV Monitors
- Cameras
- Disc (Video) Recorders/ Players
- Overhead Projectors
- Projector Cart(s)
- Screens
- Slide/ Film
- Lectern/ Podium
- Sound System
- Chart(s)/Blackboard/ Dry Erase
- Microphones(Lav, Podium, etc)
- Pointers/ Marking Pens
- Internet
- Computer Interfaces
- Technical Staff
- Pads & pencils
- Audio & video recording

## Insurance

- General Liability Insurance
- Cancellation Insurance

## Emergency Consideration

- Medical/ Ambulance
- Rain Plan
- Canopies/ Tents/ Coverings

## Food and Beverage

- Food
- Beverages
- Service Personnel
- Equipment

## Entertainment

- Music/ MC/ DJ
- Keynote speaker
- Other speakers
- Entertainers
- Spouse Programs

## Promotions

- Newspaper(s)
- Magazine(s)
- Radio/TV/Video Production
- Street/ Directional Signage
- Banners/ Posters
- Printed Photos
- Business Cards
- Brochures/ Flyers/ Invitations
- Media Kit
- Tickets

## On-Site Transportation

- Truck/ Van Rental
- Carts/ Hand Trucks
- Special Vehicles
- Labor
- Valet Parking
- Golf Carts

## Travel

- Car/ Limo Rental(s)
- Shuttle/ Van Rental
- Staff Travel
- VIP Travel
- Airline Fare

## Give-Aways/Prizes

- T-shirts
- Caps/Visors
- Chotskies
- Theme Oriented Items
- Frames
- Doorprizes

## Personnel

- Meeting Planner
- Clerical
- Travel coordinators
- Registration personnel
- Security guards
- Drivers
- Photographers
- Videographers
- A/V technicians

## Printing

- Menus
- Maps
- Signage
- Special Areas/ VIP
- Name Holders
- Place Cards
- Certificates/Awards/Recognitions
- Thank You Cards
- Programs
- Meeting Packet
- Registration forms
- Name badges
- Table Numbers
- Evaluation Forms

## Mailing

- Envelopes
- Postage

## Accommodations

- VIP suites
- Special guest suites
- Single/Double Rooms

## Miscellaneous

- Restroom/ Port-o-let
- Water Hookup
- Trash/ Dumpsters
- Receptacles
- Disposal Services
- Supplies
- Phone
- Ticket Sales Fees
- Warehouse
- Mileage
- Parking
- Complimentary Tickets
- Local/ State/ Federal Taxes
- Postage/ Shipping/ Freight
- Drayage
- Delivery Charges