



Big City Catering

Special Gatherings Checklist



Location

- Location Rental
- Permits/Licenses
- Licenses

Budget

- Create Budget
- Approve Budget

Rentals

- Tables
- Chairs
- Linens
- Napkins
- Chair Covers
- Glassware
- China
- Utensils
- Pipe & Drape
- Carpeting/ Flooring
- Staging (Skirting/ Stairs)
- Risers
- Dance Floor
- Tents/ Canopies/ Coverings
- Stanchions/ Ropes
- Props
- Furniture
- Labor
- Lighting

Stationary/Mailing

- Save the date cards
- Invitations/Envelopes
- Reply cards
- Postage
- Calligrapher
- Thank you notes
- Place Cards
- Menu Cards
- Printed Napkins
- Directions & Maps
- Address Labels

Entertainment

- Music/DJ/MC
- Talent/Entertainer
- Guest Speaker
- Other Entertainment

Audio-Visual

- TV Monitors/ Screens
- Cameras
- Disc (Video) Recorders/ Players
- Overhead Projectors/ Charts
- Slideshow/ Film
- Lectern/ Podium
- Sound System
- Microphones

Décor Supplies

- Table Décor
- Centerpieces
- Room Décor
- Flowers/ Plants
- Candles/ Balloons
- Signage
- Favors

Food and Beverage

- Confirm Caterer
- Menu Approval
- Bartender/Servers/Chefs
- Uncatered Food
- Uncatered Beverage
- Cake
- Equipment

Personnel/Staff

- Event Coordinator
- Show/ Event Staff
- Host(s)/ Hostess(es)
- Registration
- Security
- Event Photo/Video
- Volunteers
- AV Technical Staff

Travel/Accommodations

- Air Fare
- Hotel
- VIP Travel
- Car Rental
- Shuttle/ Van Rental
- Valet Parking

Emergency Considerations

- Medical/Ambulance
- Canopies/ Tents/ Coverings
- Rain Plan
- General Liability Insurance
- Cancellation Insurance

Special Needs

- Wheelchair Access
- Staff to Assist People
- Interpreter

Event Follow-up

- Event Evaluation
- Photos for Participants

Miscellaneous

- Set a Budget
- Hairdresser
- Make-up
- Event Planner/Organizer
- Guests Accommodations
- Out-of-Town Bags
- Emergency Kit
- Registry
- Restroom/ Portopotties
- Water Hookup
- Electrical Hookup
- Trash/ Dumpsters
- Receptacles
- Disposal Services
- Phone Services
- Internet Services
- Gratuity/Tips
- Programs/Tickets