

## Event Check List

	<b>Item</b>	<b>Notes</b>
	Put together guest list (include staff & administration)	
	Print invitation- include a map. Also parking information when appropriate	
	Mail out invitations	
	Contact and set up appointment with Catering	
	Name Tags - decide if event calls for plastic holders or stick on	
	Order tables/chairs, registration table, linens, etc. Sometimes coat racks are needed. (Usually the Caterer will help with all of this).	
	Work with caterer on room lay out	
	Audio/Visual needs. Sound system for President - wireless mike	
	Select menu. Decide if buffet or served dinner Appetizers Dinner Food Dessert Bar	
	Centerpieces for tables and buffet piece	
	Music: back ground, dinner music, program, etc.) Do we need to have piano tuned, etc.	
	Payment for any services	
	Any photography needs	
	Seating assignments. Head tables. Place cards and Reserve Signs. Open seating for other guests	