

Food and Beverage Arrangements

CATERING CHECKLIST

- What is the estimated attendance?
- What are the table linen color choices?
- Are centerpieces and decorations needed for the head and buffet tables?
- How many places are required at the head table? Will the head table be on a platform?
- Is a floor or table lectern needed? Where should it be placed?
- Is a microphone needed? If so, what type and where?
- How much time is needed for set up? When will the room be accessible?
- Are meals to be served at the head table, or will dignitaries take their places from reserved tables after the meal?
- If service is buffet style, are head table guests to serve themselves, or are servers to prepare their plates?
- If meal tickets are to be collected, who will collect them and where—at the door or at the table? (please provide the caterer with a sample)
- How are late arrivals without tickets to be handled?
- Are tickets required for head table guests?
- Is a registration or supply table needed outside the function room? Is an award table needed behind the head table?
- Are programs or menus to be placed on tables or chairs or distributed at the door?
- Is a room needed for VIPs prior to the function?
- Must special arrangements be made for guests with dietary restrictions?
- Are there banners that need to be placed?
- Is a coat check room needed?
- If awardees are seated in the audience, how will they approach the lectern? Will a spotlight be used to illuminate their approach to the platform? Is the master of ceremonies to be spotlighted?
- Is the national anthem to be played? Is a flag required? (The American flag must always be displayed to stage right, and state flags to stage left).
- Will there be an audiovisual presentation? What type?
- Is background or dance music planned?
- Will there be a show or entertainment for which an additional stage or platform is needed? If so, what size and height?
- Are platforms and stages to be skirted?
- Is there a rehearsal planned? When?
- At what time will the doors be opened?

- What is the timing for all aspects of the event? (pre-program music, entertainment, meal service timing, formal program and presentations, dancing, etc)
- Where are the restrooms? What arrangements should be made to allow guests to re-enter the function room if door controls will be in place?

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