

## Event Planning Checklist

### 1. PRE-PLANNING

Theme				
Timeline (schedule of all events)				
Guest List				
Guest Numbers				
Budget	Min		Max	
Date/s				
Location / Venue (availability, cost, size, dance floor, service charges)				
Caterer				
Transportation	air	to/from hotel	to/from event(s)	other

### 2. INVITATIONS

Invitations (theme appropriate, RSVP date)	Yes		No		N/A
Compile Guest List	Yes		No		N/A
Select Stationary, Printer	Yes		No		N/A
Create Message	Yes		No		N/A
Print Invites	Yes		No		N/A
Mail Invites	Yes		No		N/A
Track RSVPs	Yes		No		N/A

### 3. FOOD / CATERING

Choose Caterer	Yes		No		N/A
References	Yes		No		N/A
Quality	Yes		No		N/A
Insurance	Yes		No		N/A
Health Board Registered	Yes		No		N/A
Wine License	Yes		No		N/A
Provides Full Event Management if Necessary	Yes		No		N/A
Clear lines of communication	Yes		No		N/A
Decide Service – Silver / Buffet / Canapés etc	Yes		No		N/A
Choose Menu	Yes		No		N/A
Dietary/Special Requests	Yes		No		N/A
Confirm Details	Yes		No		N/A

### 4. RENTAL REQUIREMENTS

Tables – Size and Shape	Yes		No		N/A
Chairs – Type	Yes		No		N/A
China/Plasticware, Cutlery and Glasses	Yes		No		N/A
Linens	Yes		No		N/A
Marquee / Outside Enclosure	Yes		No		N/A
Lighting	Yes		No		N/A
Weather Considerations (heaters, fans)	Yes		No		N/A
Cooking / Heating	Yes		No		N/A
Refridgeration	Yes		No		N/A

UNIT 1, BEATTIE HOUSE, BALLYBANE, OLD NANGOR ROAD, CLONDALKIN, DUBLIN 22. TELEPHONE 6280472 MOBILE 086 8372142  
 WEB [WWW.THECATERERS.IE](http://WWW.THECATERERS.IE) EMAIL [MENUPLANNER@THECATERERS.IE](mailto:MENUPLANNER@THECATERERS.IE) FULLY INSURED & HEALTH BOARD REGISTERED

Toilets	Yes		No		N/A	
Generator	Yes		No		N/A	

## 5 ENTERTAINMENT

Band / DJ	Yes		No		N/A	
Adult Activities (theme appropriate, references)	Yes		No		N/A	
Selection (appeal, safety)	Yes		No		N/A	
Children's Activities (theme appropriate, references)	Yes		No		N/A	
Selection (appeal, safety)	Yes		No		N/A	
Arrange Supervision	Yes		No		N/A	

## 6. DECORATIONS

Select theme	Yes		No		N/A	
Entrances and exits	Yes		No		N/A	
Flowers / centerpieces	Yes		No		N/A	
Place Settings	Yes		No		N/A	
Table Settings	Yes		No		N/A	
Additional Decorations	Yes		No		N/A	

## 7. ADDITIONAL CONSIDERATIONS

Photographer	Yes		No		N/A	
Exhibits, displays	Yes		No		N/A	
Videographer	Yes		No		N/A	
Security (References)	Yes		No		N/A	
Technicians for equipment	Yes		No		N/A	
Medical Emergency	Yes		No		N/A	
Security	Yes		No		N/A	
Parking and/or Valet parking	Yes		No		N/A	
Lighting (stage, buffet, bars, decor)	Yes		No		N/A	
Audio / Visuals	Yes		No		N/A	
Props / Staging (theme appropriate)	Yes		No		N/A	
Giveaways (door prizes, each guest)	Yes		No		N/A	
Insurance - vendor insurance required - collect certificates	Yes		No		N/A	
Spare Bulbs, Electrical Cables, Adaptors	Yes		No		N/A	