

EVENT: _____

Date: _____

Time: _____

Location: _____

Parking: _____

Weather forecast: _____

Catering details: _____

RSVP's: Yes: _____ Maybe: _____

FOOD

Appetizers: _____

Appetizers: _____

Drinks: _____

Drinks: _____

Main Dish: _____

Sides: _____

Sides: _____

Sides: _____

Dessert: _____

Coffee: _____

DECOR

Table Setup: _____

Linens: _____

Serving Pieces: _____

Flowers: _____

Music Playlist: _____

CHECKLIST

Ice _____

Tablecloths _____

Lighters or matches _____

Scissors _____

Paper towels _____

Aprons _____

Trash bags _____

Trash cans _____

Plates _____

Utensils _____

Dinner Napkins _____

Dessert Napkins _____

Cold drink cups _____

Hot drink cups _____

Large + Small Ziplocks _____

To-go containers _____

Stir sticks _____

SHOPPING LIST