

**Event Planning Checklist**

<b>Event</b>		
Type of Event:		
Event Name:		
Event Date:	Day:	Date:        /        /
Facility:		
<b>Authorized Contacts</b>		
Chairmen:		
Contact Phone(s):	Tel:	Tel:
Email(s):	E/M:	E/M:
<b>Hours</b>		
Event Hours:	Beginning:	End:
Set Up:	Date:        /        /	Time:
Break Down:	Date:        /        /	Time:
<b>Staff</b>		
Set Up:		
Break Down:		
Kitchen:		
Serving:		
Bartenders:		
Floor Runners:		
Other:		
<b>Entertainment / Services</b>		
Band:	Company Name:	
	Contact Name:	Contact Tel:
	Date Booked:        /        /	Set Up Time:
	Deposit Amout: \$	Date of Deposit:        /        /
	Remaining Balance: \$	Total: \$
Caterer:	Company Name:	
	Contact Name:	Contact Tel:
	Date Booked:        /        /	Set Up Time:
	Deposit Amout: \$	Date of Deposit:        /        /
	Remaining Balance: \$	Total: \$
Other:	Company Name:	
	Contact Name:	Contact Tel:
	Date Booked:        /        /	Set Up Time:
	Deposit Amout: \$	Date of Deposit:        /        /
	Remaining Balance: \$	Total: \$
Other:	Company Name:	
	Contact Name:	Contact Tel:
	Date Booked:        /        /	Set Up Time:
	Deposit Amout: \$	Date of Deposit:        /        /
	Remaining Balance: \$	Total: \$



## Event Planning Checklist

### Printing / Mailing / Advertising / Licenses

Flyers:	Responsible:	Date Done: / /	Cost: \$
Admission Tickets:	Responsible:	Date Done: / /	Cost: \$
Raffle Tickets:	Responsible:	Date Done: / /	Cost: \$
Letters:	Responsible:	Date Done: / /	Cost: \$
Postage:	Responsible:	Date Done: / /	Cost: \$
Advertising:	Responsible:	Date Done: / /	Cost: \$
	Where:		
Liquor License:	Responsible:	Date Done: / /	Cost: \$
Gaming License:	Responsible:	Date Done: / /	Cost: \$
Other License:	Responsible:	Date Done: / /	Cost: \$

### Food

Head Count:	
Appetizers:	
Entrees:	
Soup / Salad:	
Dessert:	

### Beverages / Supplies

Regular Soft Drink:	Sweet N Low:	
Diet Soft Drink:	Sugar:	
Sprite / 7-Up:	Cream:	
Coffee:	Pretzels:	
Decaf:	Chips:	
Tea Bags:		

### Bar Set Up

White Wine:		<b>Supplies, Condiments &amp; Mixers:</b>
Red Wine:	Stirrers:	Cola:
Beer:	Beer Cups (12 oz):	Diet Cola:
Non-Alcohol Beer:	Wine Cups (6 oz):	Sprite/7-Up:
Other:	Mixed Drink Cups (8 oz):	Ginger Ale:
Bourbon:	Bar Napkins:	Water:
Blend:	Tooth Picks:	Dry Vermouth:
Scotch:	Milk:	Bar Onions:
Gin:	Tonic Water:	Tabasco Sauce:
Vodka:	Soda Water:	Olives:
Rum:	Orange Juice:	Lemons:
Kahlua:	Tomato Juice:	Limes:
Whiskey Sours:	Other:	Other:



