



# Banquet and Reception Checklist

Event Date: \_\_\_\_\_

Completed	Item	Anticipated Completion	Due Date	Comment/Sent On
<input type="checkbox"/>	Signed contract and deposit returned	21 days from contract issue date		
<input type="checkbox"/>	Event Coordinator assigned with client contacted via e-mail and phone  Create a due date tickler file	Upon receiving signed contract and deposit		
<input type="checkbox"/>	First event meeting set between Client and Event Coordinator	1 month from contract being received		
<input type="checkbox"/>	Check contract for second deposit due date	See Contract		
<input type="checkbox"/>	Catering Confirmed (Menu Choices)	40 days prior to event		
<input type="checkbox"/>	Insurance due	30 days prior to event		
<input type="checkbox"/>	Reception Checklist given to Event Coordinator	30 days prior to event		
<input type="checkbox"/>	Payment balance due	14 days prior to event		
<input type="checkbox"/>	Final Floor Plan approved and e-mailed to Event Coordinator	14 days prior to event		
<input type="checkbox"/>	Final guarantee of guests and catering given to Event Coordinator	7 days prior to event		
<input type="checkbox"/>	Final invoice and balance due	7 days prior to event		
<input type="checkbox"/>	Add-on charges provided to client and due the day of event	Day of Event		
<input type="checkbox"/>	Damage Deposit Refunded	30 days after event		