



# CELEBRATIONS | CHECKLIST

Keeping you on top of your party planning.



## TO DO LIST:

DONE?

### FOOD:

- Canapés
- Dinner
- Dessert
- Cake

  
  
  

### DRINKS:

- Cocktails
- Wine
- Dessert wine
- Soft drink option

  
  
  

### TABLE ITEMS

- Glassware
- Cutlery
- Serving platters
- Name place cards
- Napkins

  
  
  
  

### FOR THE GUESTS

- Cloakroom
- Check dietary requirements
- Directions to event

  
  

### STAFF

- Waiters
- Doorman
- Barstaff
- Photographer

  
  
  

### SPEECHES

- Speech schedule

### MUSIC

- During drinks
- During dinner
- Dancing

  
  


## CONTACT

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