



CORPORATE EVENT | CHECKLIST

Keeping you on top of your party planning.



TO DO LIST:

DONE?

FOOD:

- Canapés
- Dinner
- Dessert

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

SPEECHES

- Speech schedule



CONTACT

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