

Hospitality Planning Checklist

Funds

- Who will pay for hospitality? _____
- Do you have a sponsor for food service? _____
- If so, who? _____
- Establish a price per person for meals and breaks _____

Type of Hospitality Needed:

Refreshments

- _____ AM Reception/Greeting
- _____ PM Reception:
- _____ Morning Break _____ price/person
- _____ Afternoon Break _____ price/person
- _____ Other

Meals

- _____ Breakfast : _____ buffet _____ served _____ picnic style _____ price/person
- _____ Lunch: _____ buffet _____ served _____ picnic style _____ price/person
- _____ Dinner: _____ buffet _____ served _____ picnic style _____ price/person
- _____ Water/Casual food (hard candy)? -- (to be available all day at meeting tables)

Menu/Food Selection

- Person responsible for selecting menu/food _____
- Special menus/food needed (i.e., vegetarian/low fat/diabetic) _____

Caterers

- Who will provide food service? _____
- Who is contact person for food service? _____
- Who will provide tables, etc., for serving food? _____
- Decorations?
 - Who provides? _____
 - Who selects? _____
- Skirting/tablecloths?
 - Who provides? _____
 - Who selects? _____

Identify Catering Deadlines

- Date signed Catering Contract needs submitted (read carefully) _____
- Date caterer needs final headcount(s) _____
- Last date caterer will accept changes to head count _____
- Special Catering Policies or requests - (should also be noted in final contract) _____

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Vendors

- Is food free to participants? _____
- If not, do you get a percent of sales? _____
- Do vendors have proper food service/health clearance? _____

Other Food Service Notes

- For individual refreshment items, such as sodas, it is best to purchase them by consumption rather than in bulk.
- Does catering service furnish signage for marking foods that contain ingredients that cause common allergic reactions e.g. peanuts? _____

Meals

- How will food be served? _____
- Who will serve food? _____
- Will food be served on paper ware or flatware? _____
- Who is responsible for cleaning up? _____
- Table/chair setup for dining (i.e., 8 round tables – 8 settings/table)

- Who sets up? _____
- Who provides? _____
- Who decides setup arrangement? _____
- Will there be a head table? _____
- Will there be a keynote speaker, announcer, invocation, etc.? _____
- If so, at what time during the meal? _____
- Will a microphone or lectern be needed? _____
- Will there be a charge for meals to participants? _____
- If so, will tickets be needed? _____
- Who will collect tickets? _____
- Who will develop/procure tickets? _____

Location of food service (place/ rooms)

- Where will food be served? _____
- What times will food be served? _____
- If outdoors, what is the back-up plan for inclement weather?
