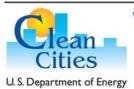
Hospitality Planning Checklist

• Who v	vill pay for hospitality?
	u have a sponsor for food service?
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Establ	ish a price per person for meals and breaks
of Hosp	itality Needed:
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	AM Reception/Greeting
	PM Reception:
·	Morning Breakprice/person
	Afternoon Breakprice/person
	Other
ls	
	Breakfast :buffetservedpicnic styleprice/person
	buffetservedpicnic styleprice/person
	election n responsible for selecting menu/food
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Hospitality Planning Checklist

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•	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

315	
•	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?



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