

Banquet Event Checklist / Banquet Function Checklist

Sample format of Standard [Banquet](#) Event Checklist, the function checklist contains the main details of the function like Name, Contact, Date of Function, Contact number, Time, Venue etc. Along with these details we have below checklist points to make sure that all main aspects of a banquet event are followed up.

Function Name:	Contact:
Date of Function:	Contact Number:
Time:	Venue:

		Initial	Date
<input type="checkbox"/>	Return Call of enquiry		
<input type="checkbox"/>	Menu from Chef		
<input type="checkbox"/>	Proposal and Menu sent to Client		
<input type="checkbox"/>	Confirmation from the Client		
<input type="checkbox"/>	Billing Instruction		
<input type="checkbox"/> Credit	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash

<input type="checkbox"/>	Contract sent to the client		
<input type="checkbox"/>	Signed Contract received		
<input type="checkbox"/>	BEO sent out		
<input type="checkbox"/>	Flower ordered		
<input type="checkbox"/>	Labor Requested		
<input type="checkbox"/>	Entertainment license		
<input type="checkbox"/>	Alcohol / Liquor License		
<input type="checkbox"/>	Police Event Registry		
<input type="checkbox"/>	Buffet Tags		
<input type="checkbox"/>	Welcome letter		

Pre Banquet Server Check List

CO Houle



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