

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
☐	Return Call of enquiry		
☐	Menu from Chef		
☐	Proposal and Menu sent to Client		
☐	Confirmation from the Client		
☐	Billing Instruction		
☐ Credit	☐ Credit Card	☐ Cheque	☐ Cash

☐	Contract sent to the client		
☐	Signed Contract received		
☐	BEO sent out		
☐	Flower ordered		
☐	Labor Requested		
☐	Entertainment license		
☐	Alcohol / Liquor License		
☐	Police Event Registry		
☐	Buffet Tags		
☐	Welcome letter		

Pre Banquet Server Check List

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