**Banquet or Formal Reception Checklist**

**Meet with Leadership to Discuss:**

Budget

Theme

Gifts

Food preference

Level of formality (business casual, formal, casual, etc.)

Run of show

Identify speakers, limit the number as appropriate

Draft remarks for speakers so there is not overlap

Number of guests

Honorees

Awards

Table decorations

Draft invitations with deadline for response

**Meet with Vendors to Discuss:**

Banquet/dinner location

Room set up

Audio/ Visual needs

List of approved caterers

Security

Caterers

Create a menu

Bar

Venue set up

Establish who will provide table clothes and settings, lighting, bar set up, servers, acoustic modification if necessary

Receive contracts for service, sign and return to vendors

**Additional Considerations**:

Confirm invitee list with leadership

Develop invitation with appropriate communications staff

Send invitations and Create an RSVP form

Track those who RSVP

Identify seating chart and how people will find their seats

Create nametags

Identify who will be at a nametag table greeting guests as they arrive so they are seated at the correct tables