**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