

PLANNING CHECKLIST

Don't Forget to Provide:

- Invitations (Always Have an RSVP)
- Tablecloths
- Decorations & Centerpieces
- Cocktail, Dinner & Dessert Napkins
- Appetizer, Dinner & Dessert Plates
- Silverware: Salad Forks , Dinner Forks,
- Knives, Spoons & Dessert Forks
- Drinkware (Plastic or Glass)
- Cups & Saucers
- Condiments
- Serving Trays
- Doilies
- Toothpicks
- Candles
- Serving Utensils
- Ice (For Drinks & Coolers)
- Supplies for Bar (Lemon, Limes, Olives & Mixers)
- Coffee & Tea (Decaf & Regular; Cream, Milk & Sugar)
- Coffee Urns
- Paper Towels
- Foil, Plastic Wrap & Zip Lock Bags
- Heavy Duty Trash Bags
- Dish Detergent, Sponges & Towels