Catering FINAL INFORMATION CHECK LIST

All the following information is due by the **Event Detail Deadline** listed on your contract/catering proposal:

☐ FINAL GUEST COUNT
- ○ Are the bride + groom included in the count?
- ○ Are vendors included in the count?

☐ ANY OUTSTANDING CATERING DECISIONS
- ○ Look for "TBDs", "Pick 2", Choice of 1" on your catering proposal.

☐ EVENT TIMELINE
- ○ Confirm the start and end times listed on your catering proposal
- ○ What time will guests be seated for dinner?
- ○ Will there be any formalities before dinner? Bridal party introduction, welcome, blessing, etc.
- ○ Times for cake cutting, speeches, dances, etc.

☐ FLOORPLAN
- ○ labeled food + beverage + bar tables
- ○ dining tables labeled with table numbers and how many gusts are seated at each table

☐ PLATED MEAL INFORMATION *(if applicable)*
- ○ spreadsheet with guest names, table number, meal selection, dietary information
- ○ meal indicator on placecards

☐ CAKE DESIGN PICTURE *(if applicable)*

one world Catering