

## Checklist for Prepare & Share Catered Dinners

Location/Room:

Day/Date/Time:

<input checked="" type="checkbox"/>	Qty	Item	Responsible	Comments
<b>Long-range</b>				
		Estimate attendance at Event		
		Reserve room(s) far in advance (via Coco @ SCOV)		
<b>2-3 months</b>				
		Select Caterer (should be on SCOV approved list)		
		Determine how much setup time caterer needs, keeping in mind room availability		
		Make note of what is included in caterer's proposal in terms of what is supplied (food, optional servers, serving trays, plates, napkins, tableware, etc.) and in terms of cost (tax?, gratuity?, etc.)		
		Determine if tables or any other SCOV items are required by caterer		
		Use total cost to determine per person price for the dinner. May want to include an extra \$1/person to cover snacks, decorations, etc.		
		Determine start time for socializing and for dining, keeping in mind room availability and caterer's setup time.		
		Write short description of event and send to club secretary for inclusion in the SCOV Tipster. Articles are due by the 8th of each month for the following month.		
<b>1-2 months</b>				
		Prepare announcement/invitation to send to club members. Submit to P&S board for review and then send to members.		
		Collect forms & money for the event from members. Submit these to the club Treasurer before event.		

<input checked="" type="checkbox"/>	Qty	Item	Responsible	Comments
		Meet w/Coco to request room arrangement & desired items.		
<b>1 week prior</b>				
		Notify Coco if there are any changes to room setup requests.		
		Determine who will bring items needed on the day of the event.		
<b>1-2 days prior</b>				
		Email event reminder to attendees and note items they should bring (name tags, preferred beverage, dues, etc.).		
<b>Day of event</b>				
		Food & tableware	Caterer	
		Tablecloths for buffet tables		
		Small table for check-in	SCOV/Monitor	
		Tables for buffet	SCOV/Monitor	
		Any other needed tables	SCOV/Monitor	
		Dining tables & 6-8 chairs/table	SCOV/Monitor	
		Tablecloths for dining tables	SCOV/Monitor	
		Tablecloths for any other tables		
		Coffeemaker	SCOV/Monitor	
		Podium & microphone	SCOV/Monitor	
		Pitchers for ice water	SCOV/Monitor	
		Ice chest(s) w/ice & scoop		
		Punch bowl(s) & scoop(s) for ice	SCOV/Monitor	
		Centerpiece for dining tables		
		Centerpiece for snack table		
		Coffee, creamer, sugar		
		Cups for coffee		
		Cups for water		
		Cups for wine		
		Snacks		
		Snack cups		
		Music		

☑	Qty	Item	Responsible	Comments
		Check to pay caterer		
		Expected Attendee list		
		Adhesive name tags (blank)		
		Sharpie for name tags		
		Handouts		
		Questionnaires		
		Pens to use w/questionnaires		