



restaurant event planning checklist

BRAINSTORM

- ☐ Set date and time
- ☐ Set budget
- ☐ Guest count

DINING PACKAGE CONT.

- ☐ Cancellation policy
- ☐ Deadlines
- ☐ Other details

FIND VENUE

- ☐ Choose 3
- ☐ Correspond via email
- ☐ See location in person

SIGN CONTRACT + DEPOSIT

- ☐ Read contract thoroughly
- ☐ Make a deposit to secure event
- ☐ Keep copies of each updated contract

DINING PACKAGE

- ☐ Food + beverage minimum
- ☐ Taxes + gratuity
- ☐ Misc. charges

EXTRA THOUGHTS

- ☐ Set up and break down time
- ☐ Enjoy event!