

# La Favorita

GOURMET CATERING

Food So Good, You'll FANTASIZE ABOUT IT!

## SPECIAL EVENT PLANNING CHECKLIST

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### The Room

- Party Planner, Consultant or Meeting Planner
  - Location
  - Caterer
  - Liquor
  - Bartenders
  - Linens
    - Cloths (to floor?)
    - Napkins, Colors
  - Menu Planning
  - Cake
  - Votives, Votive Candles
  - Table Candy
  - Table Games
  - Bar Candy
  - Glitter or Confetti
  - Bathroom Florals
    - Other Locations
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### Invitations/RSVP/

#### Other Printed Items

- Invitation to Ceremony, Party, Benefit or Main Event
  - Invitation to Reception (if applicable)
  - Response Card
  - Response Envelope
  - Business Card
  - Kids Only
  - Out of Town Guests
  - Donation Card
  - Directional Card
  - Other
    - Luncheon
    - Brunch or
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- Calligraphy
    - Invitations
    - Seating Cards

- Cocktail Napkins
- Matches
- Programs
- Agenda
- Newsletter

### Give-Aways/Prizes

- T-Shirts
- Caps
- Socks
- Glow
  - Necklace
  - Earrings
  - Glasses
- Tricks
- Theme Oriented Items
- Premiums (items with company logo for corporate event)

### Other

- Photographer
- Videographer
- Candles (candelighting, other)
- Dress Determination
  - Casual
  - Dressy Casual
  - Dressy
  - Optional Black Tie
  - Black Tie
- Gift Table
- Information Table
- DJ
- Band
  - Type of music
- Music During Cocktails
- Caricaturist
- Magician
- Balloons
- Clown
- Juggler
- Other

- Favors
- Special Presentation
  - Who to emcee?
  - Who to present?
  - Roasts
  - Toast(s)
  - Audio/Visual Needs?

### Out of Town Guests

- Hotel Reservations
- Weekend-at-a-glance or Itinerary
- Maps (to/from airport; other locations)
- Welcome gifts, totes, baskets
- Transportation
- 2nd Mailing to Out-of-town guests
  - Calligraphy

### Decorations

- Sign-in Board
- Message Book
- Centerpieces
- Welcome Sign
- Entrance Piece at Door
- Band Backdrop
- Balloon Bouquets
- Buffets — Decor
- Buffets — Signage
- Ceiling Treatment(s)
- Outside Lobby Area
- Sign Over Seating Cards
- Directional Sign(s)
- Easels
- Other...Theme Oriented
- Company Display (if applicable)