

Checklist for Dinner at Home

Date: _____

- **Event Details:**

- Date:
- Time:
- Location:
- Number of Guests:

- **Seating Arrangement:**

- Choose seating style (e.g., Family-Style Seating)
- Arrange tables and chairs
- Ensure enough seating for all guests

- **Menu Planning:**

- Plan the menu
- Purchase ingredients
- Prepare dishes in advance

- **Table Setting:**

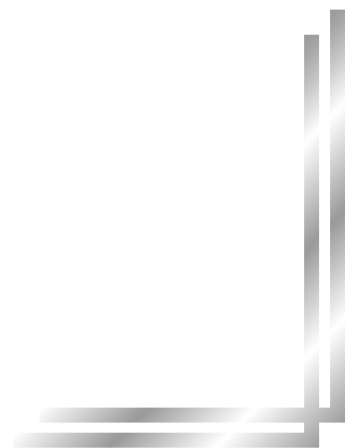
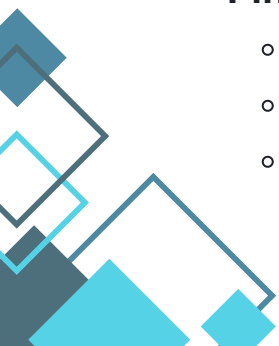
- Set the table with appropriate dinnerware
- Arrange centerpieces and decorations
- Place name cards if needed

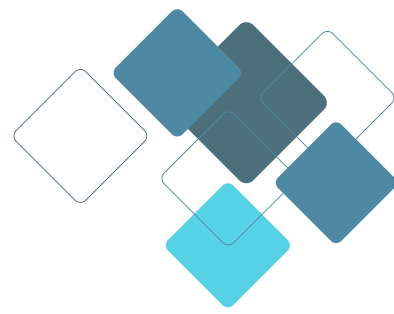
- **Entertainment:**

- Plan background music or entertainment
- Prepare any games or activities

- **Final Touches:**

- Clean and tidy the dining area
- Ensure lighting is appropriate
- Check for any last-minute adjustments





Checklist for Charity Event Brunch

Date: _____

- **Event Details:**

- Date:
- Time:
- Location:
- Number of Guests:

- **Seating Arrangement:**

- Choose seating style (e.g., *Cabaret-Style Seating*)
- Arrange tables and chairs
- Ensure visibility of the stage or focal point

- **Menu Planning:**

- Plan the brunch menu
- Coordinate with caterers or prepare food
- Arrange for beverages and refreshments

- **Table Setting:**

- Set the tables with appropriate brunchware
- Arrange centerpieces and decorations
- Place name cards if needed

- **Program Planning:**

- Plan the event schedule
- Arrange for speakers or presentations
- Prepare any multimedia equipment

- **Final Touches:**

- Decorate the venue
- Ensure all materials and equipment are in place
- Check for any last-minute adjustments

