



PARTY CHECKLIST

Please complete and return to Koolau Catering approximately two months prior to your Reception Date. If you have any questions, please do not hesitate to call.

1. Name of Party: _____
Day & Date : _____
Number of Guests attending: _____
2. Coordinator: _____
3. Reception Table Yes No
Number of Chairs Needed _____
4. Gift Table Yes No
5. Master of Ceremonies: _____
6. Invocation: Yes No By: _____
7. Photographer _____ Ph: _____
Are you feeding the photographer(s)? Yes No if yes, How many? _____
8. Videographer _____ Ph: _____
Are you feeding the Videographer(s)? Yes No if yes, How many? _____
9. Florist Yes No Name: _____
Ph: _____ Time of Delivery: _____
 Reception Flowers Buffet Flowers Cake Flowers
 Centerpieces Other Arrangements _____
10. Head Table Yes No Number of Guests on Head Table? _____
On Riser Yes No
11. Family Table Yes No Number of Guests on Family Table? _____
12. Tablecloth Color: _____
13. Napkin Color: _____
14. Chair Covers @ \$12.00 + tax each Yes No
15. Chivary Chairs @ \$5.00 + tax Yes No



24. Bar: Yes No
 Hosted (*Bride & Groom to pay*) No-Host (*Cash & Carry/Guests pay on own*)

Standard Brands Call Brands Premium Brands
 Domestic Beer Imported Beer Champagne
 House Wine Fruit Punch Soft Drinks
 Own Liquor

25. Wine Served with Dinner? Yes No
If Yes, Selection _____

26. Toast Yes No Champagne Selection _____
Own Toasting Glasses? Yes No

To properly Serve you and your guests on this most important day, please provide us with a program of Events for the Day in chronological sequence and approximate time.

Other Details: _____
