



HOME EVENT ORGANIZATION CHECK LIST

Event Details

Date of Event

Event Type

Time of Event

of Guest

Food & Beverage write below

Type of Cuisine

Refreshments

Catering Company

Food Allergies



Decor&Theme

Dishes, Flat Ware and Glasses

Napkins and Table Linen

Décor, Color Scheme, Theme

Essentials

Cleaning Schedule

Bathroom Amenities

Notes

