

Check list and assignments

Date: _____ & Host(s) _____

Done?	Project Details	Person(s)	Notes
	set up sign in table		
	table chair set up		
	entertainment arrangements		
	bar set up		
	decorations		
	food prep		
	food service		
	other beverage service		
	runner / floater		
	dish collector		
	dish washer		
	kitchen staff clean up		
	décor clean up and put away		
	bar clean up		
	deck clean up		
	assist with entertainment		
	hosing off deck(s)		
	putting up tables		
	trash		
	final closing: lights off check all areas.		
	BIG THANKS!!!!		