



CHECKLIST FOR CELEBRATIONS AT HOME:

Roof Cover, Flooring & Lighting:

- Main Area
- Food Preparation Area
- To / from Food Area
- Bar Area
- To / from toilet facilities & parking
- Dance Area
- Register Signing

Heating/cooling & Refrigeration:

- Air Con or heating for guests
- Heating or refrigeration for buffet food
- Urns for Tea & Coffee Perc & Jug Warmer
- Milk Cooling
- Cool rooms / eskies for food & drinks
- Drink Tubs for Bar Area
- Ice & Champagne Buckets
- Plate Warmer
- Pie Oven / Deep Fryer / Warming Oven
- Hot Food Bar / Bain Marie / Chafing Dish

Tableware:

- Platters for Canapes
- Serviettes / wood picks
- Entrée Plates & Cutlery
- Main Plates & Cutlery
- Side Plates & Cutlery
- Desert Plates & Cutlery
- Tea/Coffee Cups or Mugs & Spoons
- Milk Jugs & Sugar Bowls
- Flower Vases
- Salt & Pepper
- Flower Vases
- Finger Bowls
- Linen Serviettes
- Name Cards
- Table Centre Piece/flowers

- Decoration (scatters/balloons)
- Candelabra & Candles & Matches
- Serving Spoons / Ladles & Tongs
- Sauce / Chutney / Gravy / Butter Serving
- Salad Servers / Meat Carving & Tongs / Pie Server
- Cake Knife & Server
- Cocktail Shaker / Mixer
- Nip Pourers
- Stainless Steel Platters & Doylies
- Serving Trays
- Non-Slip Glass Trays
- Serviettes for Waiter & Bar Staff
- Bar Towel & Non Slip Matting
- Bottle Openers
- Punchbowl & Ladle

Glassware:

- Pre Dinner Drinks Glasses
- All Purpose Glasses (water/mixes/beer/soft drink)
- Red & White Wine Glasses
- Spirit / Martini / Port / Sherry / Daqueri / Brandy / Champagne Flutes / Highball / Shot Glasses
- Water / Milk / Juice / Beer / Mixes Jugs or Carafes
- Flower Vases or Bowls
- Salad Bowls / Finger Bowls
- Cake Stand
- Pyrex Coffee Jugs

Misc:

- PA System for speeches
- Sound System for Music
- Band / DJ or Jukebox
- Display Area for Photos or Products
- Ice for Eskies & Drinks
- Drinks & Mixers & Soft Drink & Milk & Punch
- Wedding Arch
- Red Carpet
- Stanchions & Rope
- Dancefloor
- Disco Lights
- BBQ (Check Gas Bottle Filled)
- BBQ Prep Area / Tongs / Scraper / Matches
- Patio Heater & Full Bottle
- Mosquito & Fly Repellent
- Advise Neighbours & Police
- Security Staff, bar & waiter Staff
- Male & Female Toilet Facilities

Tables:

- Cake
- Presents
- Buffet Area
- Hot Drinks
- Cold Drinks
- Main Seating
- Bridal Area
- Dry Bar Tables
- Food Preparation
- Product Display

Linen:

- Tablecloths & Overlays
- Bar / Buffet / Cake & Bridal Skirting
- Serviettes

Seating:

- Ceremony Seating
- Main / Bridal Table
- Guests Eating
- Register Signing
- Bridal Table

Power Requirements:

- Parking / Entrance & Main Area Lights
- Band/Dj
- Dance Lighting
- Stage Lighting
- Cooking Area
- Coldroom Trailer
- Portaloo Lights
- Atmosphere / 12v Mood Lighting