



## SkyCribs Event Checklist

### **Events coordinator details**

Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

**Client details:** \_\_\_\_\_

Company name: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Contact details: \_\_\_\_\_

Name of the event: \_\_\_\_\_

Purpose of the event: \_\_\_\_\_

Event Budget: \_\_\_\_\_

**Event Details:** \_\_\_\_\_

Event venue: \_\_\_\_\_

Event theme: \_\_\_\_\_

Event colour scheme: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Start time of event: \_\_\_\_\_

End time of event: \_\_\_\_\_

Estimated time of guest arrival: \_\_\_\_\_

Type of seating required: \_\_\_\_\_



Seating requirements:

Speeches:

Breakages:

Quotation approved:

MENU			
ITEM	QUANTITY	TIME	NOTES
Starters			
Main Course			
Dessert			
Platters			
Other			

SPECIAL DIETARY REQUIREMENTS		
ITEM	QUANTITY	NOTES
Halaal		
Kosher		
Vegetarian		
Other		

BEVERAGES			
ITEM	QUANTITY	QUANTITY RETURNED	NOTES
Tea / Coffee			
Cold drinks			
Fruit Juice			
Bottled Water			
Wine			
Champagne			
Spirits			
Beer			
Other (please specify)			



GLASSES (if required)			
ITEM	QUANTITY	QUANTITY RETURNED	NOTES
White wine			
Red wine			
Champagne			
Whiskey			
Tumblers			
Beer glasses			
Flute Glasses			

MUGS (if required)			
ITEM	QUANTITY	QUANTITY RETURNED	NOTES
Cappuccino mugs			
Espresso cups			
Coffee mugs			
Tea cups and saucers			

CUTLERY AND CROCKERY (if required)			
ITEM	QUANTITY	QUANTITY RETURNED	NOTES
Dinner knives			
Dinner forks			
Tablespoons			
Teaspoons			
Cake forks			
Cake server			
Cutting knives			
Dinner plates			
Side plates			
Cereal / soup bowls			

OTHER KITCHEN EQUIPMENT (if required)		
ITEM	QUANTITY	NOTES
Milk jug		
Tea pot		



Sachet holder		
Coasters		
Water / juice jugs		
Vacuum flask		
Popcorn machine		
Ice buckets		
Cutting boards		
Tin / can opener		
Toothpicks		
Salt and pepper sets		
Serviettes and holders		

<b>DÉCOR (if required)</b>		
<b>ITEM</b>	<b>QUANTITY</b>	<b>NOTES</b>
Flowers (Please be specific)		
Candles (Please be specific)		
Themed décor (Please be specific)		
Other (Please be specific)		

<b>SEATING REQUIREMENTS (if required)</b>		
<b>ITEM</b>	<b>QUANTITY</b>	<b>NOTES</b>
Type of seating		
Seating arrangements		
Other		

<b>TABLES AND CHAIRS (if required)</b>		
<b>ITEM</b>	<b>QUANTITY</b>	<b>NOTES</b>
Tables		
Table cloths		
Colour of table cloths		
Overlays		
Colour of overlays		
Table runners		
Colour of runners		
Display table		
Chairs		



Chair covers		
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ENTERTAINMENT (if required)		
ITEM	QUANTITY	NOTES
Television		
DVD player		
Music DVD's		
Music CD's		
PA system with Microphone		
Speakers		
Surround sound		
Photographer		
Videographer		
Projector		
Projector Screen		
Disk jockey / Live band		

MARKETING (if required)		
ITEM	QUANTITY	NOTES
Signage		
Brochures / Flyers		
Event name visible		
Event invitations		
Guest list		
Event reminders		
Confirmations		
Event program		
Gifts / Prizes		
Catering menu		
Beverage menu		
E-mails		

STATIONARY (if required)		
ITEM	QUANTITY	NOTES
Notepads		
Pencils		
Pens		



Flipchart stand and paper		
Flipchart pens		

<b>CASH BAR (if required)</b>	
<b>ITEM</b>	<b>NOTES</b>
Cash box	
Time of opening	
Time of closing	

<b>GUEST ARRANGEMENTS (if required)</b>		
<b>ITEM</b>	<b>QUANTITY</b>	<b>NOTES</b>
Parking requirements		
Guest name tags / cards		
Arrival drinks		
Guest accommodation		
Travel arrangements		
Guest shuttle service		

<b>ADDITIONAL ASSISTANCE (if required)</b>		
<b>ITEM</b>	<b>QUANTITY</b>	<b>NOTES</b>
Host / Hostess		
Waitress's / Waiters		
Barmen		
Cleaners		
Technical assistance		
Catering assistance		
Security guards		
Staff transport		
Uniforms * Men * Woman		



<b>BATHROOM CLEANLINESS (LADIES AND GENTS)</b>		
<b>ITEM</b>	<b>QUANTITY</b>	<b>NOTES</b>
Floors mopped		
Doors wiped down		
Counters wiped down		
Basins cleaned		
Toilet bowls cleaned		
Toilet lids cleaned		
Fill all toilets with toilet rolls and with extras		
Fill hand towel cases		
Fill soap dispensers		
Put air freshener in all cubicles		
Small vase with flowers		
Mirrors cleaned		
Dustbins emptied and lined with plastic liners		