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## EVENT CHECKLIST

*From our experience, we hope you find this list to be helpful and  
aide you in hosting a well-planned event*

- ☐ Menu finalized.
- ☐ Two weeks before Event Estimated Count.
- ☐ One week prior final count.
- ☐ Two 8-ft. tables for each serving line and 1-2 tables for our supplies.
- ☐ Where do we enter/exit building?
- ☐ Alcohol Furnished? If so, where?  
Lemonade-coffee? If so, drink station.  
Lemonade-coffee pourer.
- ☐ Snacks? If so, snack table. Do we supply snacks? Do we refill?
- ☐ Dessert? If so, dessert table. Do we supply dessert? Do we refill?
- ☐ Time to start serving (you have a half hour leeway from the designated start time of serving as determined on our contract, after that an added fee will be applied.)
- ☐ Host or hostess.
- ☐ Table greeting or prayer? If so, by whom?
- ☐ Baskets for silverware.

- ☐ Garbage recepticals.
- ☐ Anyone to clear tables?
- ☐ Who do we present the bill to?  
How will the payment be made: cash, check or credit card?

## WEDDING SPECIFIC

- ☐ Someone designated to attend gift table at all times.
- ☐ Someone designated to move card box and gifts to a secure location
- ☐ Activities for children if attending (i.e. color crayons or bubbles)
- ☐ Toiletry basket in restroom for guests
- ☐ Bride & groom toast? If so, before dining or after meal?
- ☐ Cutting of the cake? If so, before/during meal?
- ☐ Snacks and/or coffee for festivities following the meal?