



**Miracle Catering**

201 Walnut St, Washington Township, NJ 07676  
[www.miraclecatering.com](http://www.miraclecatering.com)  
 201-913-4288

## Event Planning Checklist

Use this checklist to plan your event and to note who is to provide each item.

### Bookings

Event		
Type (reception, holiday party)		
Name		
If a wedding reception, are the reception and wedding held at the same location?	Yes / No	
Event date	Day:	Date:
Facility	Name:	
Facility booking	Reserved on:	Booked on:
Does the facility have a kitchen?	Yes / No	
Facility contact	Name:	Phone:
Facility address		
Authorized Contact		
Person allowed to request changes	Name:	
Contact phone numbers	Phone:	Cell:
Contact fax and email	Fax:	Email:

Hours		
Event hours	Beginning:	End:
What are you Setting up for the event?		
Food delivery	Dropped off / Served	
How will food be served?	Buffet / Sit-down / Passed appetizers/ Cocktail Type with stations	
How many Wait Staff you have in mind?		
How may Bartenders you have in mind?		
Other Questions		
What type of Cuisine?		
How many entrées?		
Do you want to have a tasting?		
Do you need to include a recipe like a special family dish, or an appetizer with some sort of sentimental significance?		
Any vegetarian, kosher, kids, or halal meals for just a few of your guests?		
What are you putting on the tables?		
How many people? Kids?		
What type of Alcohol are you having?		
Do you want us to pick up Alcohol?		
Who is handling the Linen? We can Provide.		
General desserts? Wedding or special occasion cake?		
What type of equipment does the venue carry?		
What other equipment that needs to be rented?		

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