Catering~Wedding/ Event Planning Checklist

MONEY $$	$ Amt Pd	Date:	$ Still Due:
Signed Contract			
Retainer:			
50% Deposit:			
Paid in Full:			

FOLDER #   B _____

Name: _____

Event Date:_____

Location:_____

Vendor:	B&B or Client?	Date Booked:	Contract in Folder?	Deposit Paid: Amt/ Date	Paid in Full: Amt/ Date
RENTALS				Checked:	**See Rose**
VENUE:					
DJ/ BAND					
FLORAL					
CAKE					
PHOTOGRAPHER					
LIMO					
ICE					
OTHER:					