

# Arranging the Food Service

**Caterer:** \_\_\_\_\_

**Type of meal:** \_\_\_\_\_

**Menu:** \_\_\_\_\_

**Special requirements:** \_\_\_\_\_

**Head count:** \_\_\_\_\_

Checklist	Person Responsible	Deadline	Done
Contact caterer			
Arrange meals - ask about special dietary concerns			
Decide on refreshments <ul style="list-style-type: none"> <li>• time</li> <li>• location</li> </ul>			
Line up entertainment/music for meals			
Arrange for grace/O Canada/or similar opening			
Order specialty items (i.e. centerpieces, linens)			
Provide final head count for meals			
Settle final payment			
Thank the caterer			