



Invitations

- List of people
- Delivery (*by e-mail or postal mail*)
- Style (*formal, informal, humorous, graphics / photos*)
- RSVP deadline

Room Layout / Seating

- Head table
- Round or rectangular tables
- Table size / seats per table
- Name cards
- Dance floor
- Public address system
- Gift table
- Photo area

Event Schedule

- Agenda (*speakers & timing*)
- Best time / style for food service
- Printed agenda & menu (*per table, per seat, not at all*)

Menu

Type(s) of cuisine

- Indian
- Indo-Chinese
- Italian
- Mexican
- American

Food Offerings

- Dips, spreads & fondues
- Hors d'oeuvres
- Proteins
- Pasta
- Starches
- Fresh fish & seafood
- Seasonal vegetables
- Kosher, halal, vegan & gluten-free selections
- Desserts

Service Options

- Self-serve buffet stations
- Staffed service stations, such as for appetizers & meat carving
- Plated service delivered to each guest
- Grand buffet that features a few unique serving stations such as meat carving or “made to order” crepes / omelettes
- Dishes, drinkware & utensils – for example, disposable dinnerware or fine china

Music (*live, recorded, DJ, none*)

Photographer

Thank You Notes