



Smokin' Man BBQ, LLC

Locations: Raleigh, NC & Greenville, NC

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Catering Event Planning Checklist

Use our event planning checklist to plan your special event so that you will be able to stay organized.

Booking Information

EVENT INFORMATION		
Event Type: <i>(Reception, Holiday Party, etc..)</i>		
Name:		
If a wedding reception, are reception & wedding held at same location? <i>(Circle):</i>	Yes / No	
Event Date:	Year:	Month & Day:
Facility:	Name:	
Facility Booking:	Reserved On:	Booked On:
Does Facility Have A Kitchen? <i>(Circle):</i>	Yes / No	
Facility Contact:	Name:	Phone:
Facility Address:		
Directions Given To Smokin' Man BBQ:	Date:	To Whom:
Authorized Contact:		
Person Allowed To Request Changes:	Name:	
Contact Phone Numbers:	Phone:	Cell:
Contact Phone & Email:	Phone:	Email:
Contact Info Given To Smokin' Man BBQ:	Date:	To Whom:
EVENT HOURS		
Event Hours:	Beginning:	End:
Set-Up Through Clean-Up:	Beginning:	End:
Food Delivery <i>(Circle):</i>	Dropped Off / Served	
How Will Food Be Served? <i>(Circle):</i>	Buffet / Sit-Down / Passed Appetizers	

Wait Staff:	Number:	
Bartenders:	Number:	
EVENT DEPOSIT		
Required <i>(Circle):</i>	Yes / No	Date Required:
Amount:	Amount:	Date Paid:
Payment Method <i>(Cash / Check):</i>	Check:	Cash:
Payment Method <i>(Credit Card):</i>	CC Type:	CC#:
EVENT CONTRACT		
Received:	Date:	
Reviewed & Noted Changes / Corrections:	Date:	
Sent changes To Smokin' Man BBQ:	Date:	
Received Revised Contract:	Date:	
Signed & Returned Contract:	Date:	
Guest Count – Initial Estimate:	Number:	
Estimate To Smokin' Man BBQ: <i>(3 Weeks In Advance)</i>	Date:	To Whom:
Guest Count – Firm:	Number:	
Firm Count To Smokin' Man BBQ: <i>(15 Days In Advance)</i>	Date:	To Whom:
Final Payment: <i>(3 Weeks In Advance)</i>	Amount:	Date Paid:
Payment Method <i>(Cash / Check) :</i>	Check:	Cash:
Payment Method <i>(Credit Card) :</i>	CC Type:	CC #:

Event Details

Items To Be Provided:	Items Provided By:		
	SMOKIN' MAN	CUSTOMER	FACILITY
Entertainment:			
Floral:			
Other:			
EVENT FOOD			
Food Service:			
Wait Staff:			
Serving Utensils:			
Hot/Cold Temperature Hold:			

Appetizers:			
Entrees:			
Salad/Sides:			
Other:			
EVENT DESSERT			
General Desserts:			
Wedding or Special Occasion Cake: <i>(Remember Plates)</i>			
Other:			
EVENT NON-ALCOHOLIC BEVERAGES			
Regular Soft Drinks:			
Diet Soft Drinks:			
Bottled Water:			
Fruit Spritzers:			
Regular Coffee:			
Decaf Coffee:			
Tea:			
Punch:			
Cream & Sugar:			
Lemon Wedges:			
Stir Sticks Or Spoons:			
Ice <i>(Chilling & In-Glass)</i> :			
Beverage Chilling <i>(Non-Alcoholic)</i> :			
Other:			
EVENT TABLES			
Buffet Tables For Food:			
Tables For Guest Seating:			
Specialty Tables:			
Chairs For Guest Seating:			
Set-Up Of Tables & Chairs:			
Tear-Down Of Tables & Chairs:			
EVENT TABLECLOTHS			
Tablecloths For Food & Beverage Tables:			

Tablecloths For Guest Seating:			
Tablecloths For Specialty Tables:			
EVENT TABLE DECORATIONS			
Decorations For Food & Beverage Tables:			
Decorations For Guest Tables:			
Decorations For Specialty Tables:			
EVENT NAPKINS			
Cloth (Color: _____):			
Paper (<i>Dinner Size</i>):			
Paper (<i>Luncheon Size</i>):			
Paper (<i>Beverage/Cake Size</i>):			
EVENT CHINA PLATES			
China Dinner (10") :			
China Salad/Dessert (7.5") :			
China Rimmed Soup Bowl (9") :			
China Bread & Butter (6") :			
China Cup & Saucer:			
Charger Plates:			
EVENT PAPER PLATES			
Paper Plates (<i>Dinner Size</i>):			
Paper Plates (<i>Luncheon Size</i>):			
Paper Plates (<i>Cake Size</i>):			
EVENT FLATWARE (<i>Premium Stainless Steel</i>)			
Salad/Dessert Forks:			
Dinner Forks:			
Teaspoons:			
Soup Spoons:			
Dinner Knives:			
Butter Knives:			
Steak Knives:			
Cocktail Forks:			
Crab Crackers:			

EVENT FLATWARE*(Plastic Utensils)*

Forks:

Knives:

Spoons:

EVENT GLASSWARE & STEMWARE

12 oz. Water Goblet:

Wine (6.5 or 8.5 oz.):

Champagne Flute (6 oz.):

Pilsner (12 oz.):

Martini (6 oz.):

Rocks (7 oz.):

Double Rocks (12 oz.):

Highball (12 oz.):

Cooler (15 oz.):

EVENT PLASTIC CUPS

Tumbler Size:

Paper or Styrofoam Coffee Cups:

BEVERAGE SERVING PIECES

Beverage Containers:

Champagne Fountain & Cups:

Punch Bowl & Cups:

Bottle Opener: