



Event Check List

Event Date: _____

Knights Contact: _____ Contact Phone: 952-445-5555

Event Details:

Wedding Start: _____ Wedding End: _____ Distance: _____

Reception Start: _____ Reception End: _____

Social Hour? YES NO If YES: Beer Liquor Soda Punch

Food Service Start Time: _____ Chanpagne/Wine

Dance/Entertainment Start: _____ End: _____ Band DJ Other

Food Service:

Entrée #1: _____ Qty: _____ Veg: _____

Entrée #2: _____ Qty: _____ Veg: _____

Entrée #3: _____ Qty: _____ Veg: _____

Milk: _____ Wine: _____ Other: _____

Head Table:

Number of People: _____ Champagne/Wine Pourer: _____

Family Table:

Number of People: _____ Champagne/Wine Pourer: _____

Other Items:

Gift Table Person In Charge: _____

Guest Book Person In Charge: _____

Cake Table Person In Charge: _____

Décor Person In Charge: _____

Cake Preparer: _____

Planner Person In Charge: _____

Other Items:

- Candles
- Napkins
- Fresh Flowers
- Place Cards
- Punch Cups
- Punch Napkins
- Left Overs

Misc: _____
