



Planning Checklist

Your Name: _____

Company (if applicable): _____

Telephone / Mobile: _____

Email: _____

Type Function: _____

Guests: _____

Proposed Day / Date: _____

Proposed Venue: _____

Duration of Event: _____

Timing of Guests Arrive: _____

Depart: _____

Theme/Concept/Idea: _____

Quote to Include: (circle) Food Beverages Staff Equipment

Other (specify): _____

Menu Food Ideas & Selection: _____

Menu Beverages Package or Consumption: _____

Equipment: _____

Tables & Chairs: _____

Marquee/Venue Hire: _____

Flowers: _____

Decorations: _____

Entertainment: _____

Generators: _____

Lighting: _____

Invitations: _____

Place Cards / Menu Cards: _____

We can organise crockery, cutlery and glassware, bars and kitchen set-ups etc. at an additional charge.

Safi Corporation Pty Ltd T/A Fiesta Events & Catering

"IF YOU CAN IMAGINE IT WE CAN CREATE IT"

2 Avoca Street Brunswick VIC 3056 ☎ PO BOX 18, Coburg, VIC 3058

Ph: **1300 CATER 1** (1300 22 83 71) ☎ Fax: (03) 9384 0444 ☎ Email: catering@fiesta.net.au

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