

Food and drink checklist

When planning your event, consider the meals and breaks carefully. Your event manager can assist with any extras to ensure that every detail of your event runs smoothly.

Numbers and Timing:

- What is the estimated attendance? _____
- What time would you like meals and breaks to be served? _____

Breaks:

- How many breaks will you require and what would you like to serve: _____

Bacon rolls on arrival _____

Upgraded tea/coffee breaks with Danish pastries, fruit platters _____

Late night snacks _____

Individual bottled water for the morning after _____

Lunch:

- Will lunch be served in the room or the restaurant? _____
- Buffet or 2/3 course meal? _____

Evening Dinner/Event:

- Are decorations required for the tables or the room? _____
- Is a head table required? _____
- Do you require entertainment or background music? _____
- Is a stage or platform needed for entertainment/award ceremonies? _____
- Is a floor plan required? _____
- Any AV requirements? _____
- Do you require a buffet or plated meal? _____
- Consider a pre-dinner reception in another room, will you serve canapés? _____
- Is a cloakroom required? _____
- Do you need meal or drink tickets? _____
- Are menus/programmes required? _____
- Have attendees been asked for any special dietary requirements? _____

Call the MeetBarceló team on 0870 060 4306 www.meetbarcelo.co.uk

