

# ONE AND DONE WITH COOKIE

## EVENT DISCOVERY & CHECKLIST

EVERY DETAIL HANDLED. SO YOU CAN BE PRESENT.

1. WHAT IS THE DATE OF YOUR EVENT?
2. WHAT IS THE OCCASION?
3. WHAT TIME IS YOUR EVENT?
  - GUEST'S ARRIVAL TIME:
  - FOOD SERVICE START:
  - KEY MOMENTS TO PLAN AROUND:
4. WHERE WILL YOUR EVENT BE HELD?
  - INDOOR OR OUTDOOR?
  - KITCHEN ACCESS?
  - LOAD-IN NOTES (STAIRS, ELEVATORS, PARKING, ETC)
5. ESTIMATE GUEST COUNT?
  - DESIRED FEEL OR ATMOSPHERE? (ELEGANT, RELAXED, COASTAL, ETC)
  - THEME? COLORS?
6. WHAT STYLE ARE YOU ENVISIONING?
  - STATIONARY HORS D'OEUUVRES
  - PASSED HORS D'OEUUVRES
  - BUFFET
  - PLATED DINNER

MUST HAVE FOODS:

ANYTHING YOU DO NOT WANT SERVED:

DIETARY RESTRICTIONS/ALLERGIES:

7. WHAT SERVICES WOULD YOU LIKE US TO QUOTE?
  - BARTENDING
  - STAFFING
  - SINGLE USE DISPOSABLES -PLATES, NAPKINS, SILVERWARE, ETC.
  - RENTAL EQUIPMENT: TABLES, CHAIRS, LINENS, ETC
  - FRESH FLOWERS
  - ENTERTAINMENT
8. WHAT IS YOUR TARGET INVESTMENT RANGE YOU'D LIKE US TO DESIGN WITHIN?