

## CBS Event Checklist

- Room Set-Up with Diagram including food service area
  
- Individual Table set-up diagram with definition of tablecloths, flatware, napkins, glasses, S&P shakers, decorations, tin foil, matches, service spoons/forks etc.
  
- Tables needed
  - \_\_\_\_\_ 6'
  - \_\_\_\_\_ 8'
  - \_\_\_\_\_ 60" round
  - \_\_\_\_\_ 72" round
  
- Serving tables needed
  - Configuration \_\_\_\_\_
  - \_\_\_\_\_ Number and size \_\_\_\_\_
  
- Chairs needed
  - \_\_\_\_\_ Fabric
  - \_\_\_\_\_ Folding
  
- Table clothes needed
  - \_\_\_\_\_ Paper Size(s) \_\_\_\_\_
  - \_\_\_\_\_ Cloth Size(s) \_\_\_\_\_
  
- Shabbat Candles - Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where placed? \_\_\_\_\_
- Wine – Yes \_\_\_\_\_ No \_\_\_\_\_ In Kiddush Cup only \_\_\_\_\_ Individual Wines \_\_\_\_\_ Juice \_\_\_\_\_
- Challahs – Yes \_\_\_\_\_ No \_\_\_\_\_ Number and size required \_\_\_\_\_  
Ordered from \_\_\_\_\_ Pick-up by whom \_\_\_\_\_
  
- Decorations – How many and who will be responsible \_\_\_\_\_
  
- Dishes needed
  - \_\_\_\_\_ Paper Size(s) \_\_\_\_\_ Dinner and Dessert plates
  - \_\_\_\_\_ Glass Plates(s) \_\_\_\_\_ Dinner and Dessert plates
  
- Beverage service – Amounts needed
  - \_\_\_\_\_ Ice (# of pounds)
  - \_\_\_\_\_ Wine Glasses
  - \_\_\_\_\_ Plastic Cups (Size(s)) \_\_\_\_\_
  
- Audio Visual needed – Responsible party for set up and checking it out \_\_\_\_\_
- Sound System – Number of microphones \_\_\_\_\_
- Screen
- Projector