



## EVENT CHECKLIST FOR CLIENTS

### 1. Food & Beverage Essentials

#### Food

- ☐ Catered meals or DIY/pre-prepared dishes
- ☐ Appetizers
- ☐ Cake or dessert
- ☐ Condiments and sauces (ketchup, mustard, dressing, etc.)
- ☐ Guest food allergies

#### Food Setup & Serving Items

- ☐ Plates
- ☐ Drinkware
- ☐ Cutlery
- ☐ Paper towels
- ☐ Food labels
- ☐ Serving utensils: tongs, spoons, ladles, and cake server
- ☐ Sternoes for 8 Chafing dishes
- ☐ Disposable containers for leftover food
- ☐ 2 6ft Table linens for the buffet (linen provided by Hideout for all Decor packages)
- ☐ Cake topper
- ☐ Cake plates
- ☐ Cake cutter

#### Beverages

- ☐ Non-alcoholic drinks: water, soda, juice, or mocktails
- ☐ Cooler for non-alcoholic beverages
- ☐ Ice (adequate quantity for drinks and coolers)
- ☐ Drink dispensers for water, juice, tea or lemonade

### **Bar Setup ( for clients that booked Hideout's Bar Package)**

- ☐ Alcoholic drinks: Spirits, Wine and Beer
- ☐ Cocktail mixers, shakers, and strainers
- ☐ Signature drink ingredients (if applicable)
- ☐ Cooler storing non-alcoholic beverages (water, canned soda, and juices)
- ☐ Ice (adequate quantity for drinks and coolers)
- ☐ Glassware (wine glasses, champagne flutes, martini glasses, highball glasses, shot glasses, etc.)
- ☐ Specialty Garnishes
- ☐ Custom bar items (custom cups, napkins, stirrers, toppers and/or signage)

### **Bar Supplies Needed**

#### **Liquor (suggestions):**

- ☐ Vodka: 2 bottles of Tito's Handmade Vodka (1.75L)
- ☐ Tequila: 3 bottle of Jose Cuervo Silver, Altas 1800 or Casamigos Blanco (1.75L)
- ☐ Whiskey/Bourbon: 2 bottles of Jack Daniel's Tennessee Whiskey, Crown Royal or Bulleit Bourbon (1.75L)
- ☐ Rum: 1 bottle of Bacardi Superior Rum (1.75L)
- ☐ Gin: 1 bottle of Bombay Sapphire Gin or Tanqueray Gin (1.75L)
- ☐ (Optional) Scotch: 1 bottle of Johnnie Walker Black Label

#### **Mixers:**

- ☐ Juice: Pineapple, Orange and Cranberry (no cans)
- ☐ Soda: Sprite, Coke, Gingerale - 3 cases
- ☐ Margarita Mix
- ☐ Simple Syrup
- ☐ Grenadine
- ☐ Bitters
- ☐ Tonic or Soda Water

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## **2. Entertainment**

- ☐ **DJ:** All DJs must provide their own sound equipment
- ☐ **Live Performers:** Musician, Caricature, comedian, or entertainer.
- ☐ **Photo Booth:** 360 photobooth-\$400; Selfie Booth- \$200;
  - Client must provide Props and Backdrop (if not included in decor package)
- ☐ **Games & Activities:**

- Wedding: Shoe game, trivia, or icebreaker games.
  - Baby Shower: Guess the baby's name/weight, diaper raffle.
  - Birthday: Trivia, karaoke, or interactive games.
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### 3. Optional

- ☐ Guestbook or sign-in station
  - ☐ Seating charts
  - ☐ Favors or thank-you gifts (customized for event theme)
  - ☐ High chairs or booster seats for small children
  - ☐ Floor Wrap
  - ☐ Cake topper and dessert table decor
  - ☐ Restroom basket with favorite essentials: tissues, hand sanitizer, mints, etc.
  - ☐ Cart or dolly to transport heavy items
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### 4. Additional for Weddings

#### Ceremony

- ☐ Officiant and ceremony script
- ☐ Ring pillow or box
- ☐ Flower basket for flower girl
- ☐ Unity ceremony items: candles, sand, etc.
- ☐ Programs or ceremony cards

#### Reception

- ☐ Cake cutting set
  - ☐ Toasting flutes for couple
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### 5. Baby Shower-Specific Items

- ☐ Diaper cake
- ☐ Paper games
- ☐ Pens
- ☐ Clothes pins
- ☐ Games supplies
- ☐ Gifts for game winners

- ☐ Memory box for advice cards
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## **6. Birthday-Specific Items**

- ☐ Candles for the cake
  - ☐ Lighter for the candles
  - ☐ Cake cutter
  - ☐ Milestone or age-specific decor (e.g., "30 & Fabulous")
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## **7. Documents**

- ☐ Event timeline and checklist
  - ☐ Contact list for vendors (makeup artist, caterer, DJ, photographer etc.)
  - ☐ Venue rental checkout guide
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