



Culinary Checklist

One Year - Eight Months Out

- Read through Culinary Committee section in the How To and watch videos

Six Months Out

- Determine culinary needs (lunch/dinner/apps/vintner dinners)
- Visit and do a walkthrough of the venue
- Depending on your venue determine whether you will use in house/outside caterer or restaurant partner
- If your venue allows outside restaurants, partner with those willing to donate the food in exchange for marketing especially if they are a new business

Five Months Out

- Finalize culinary partner choice (use in promoting event)
- Walk through venue with culinary partner
- Receive menu proposals from culinary partner

Two Months Out

- Finalize menu items – share with Communications Committee for program
 - Try to be considerate of vegetarians, gluten-free eaters, etc.
 - Make certain to offer fun non-alcoholic beverages
- Consult with Venue Committee on rentals needed
 - Consider using cocktail highboys as a way to maximize space
 - Consider bussers and trash receptacles
 - Consider using recyclable utensils/plates. (We want our stilettos to leave a small carbon footprint.)
 - Use plates with wine glass holders. This makes it easy for guests to sip, shop, and nibble all at once

One Month Out

- Finalize layout for food stations

Culinary Checklist

One Week Out

- Finalize all counts for food and beverages
- Request payment checks for caterer (if applicable)

Day Of / Day Before Event

- Make certain food stations are properly placed
- Greet and touch base with food vendors