

*"It's all in the Planning..."*

Organising a business lunch or function can be rewarding but also time consuming with so many minor details to think about. Whether it's food and drink, equipment or serving staff, we can help you. Just choose from our menus, or build your own buffet from our great selection of dishes and champagne canapés inspired by cuisine around the globe, and we'll organise the rest. Please use our checklist, aimed to assist you, as we said: *"It's all in the Planning..."*

#### Things to remember:

- **Menus chosen** ( )
- **All food and drinks ordered** ( )
- **Canapés** ( )
- **Entrees** ( )
- **Cheese Board** ( )
- **Fruit** ( )
- **Dessert** ( )
- **Wine (House)** ( )
- **Wine (Fine)** ( )
- **Sparkling Wine** ( )
- **Champagne** ( )
- **Bottled Beer** ( )
- **Canned Beer** ( )
- **Cocktails** ( )
- **Mineral Water (Still / Sparkling)** ( )
- **Fruit Juices** ( )
- **Soft Drinks** ( )
- **Tea / Coffee (inc. Milk)** ( )
- **Table Cloths** ( )
- **Glasses** ( )
- **Cutlery** ( )
- **Crockery** ( )
- **Tables / Chairs** ( )
- **Bottle Opener** ( )
- **Salad / Pasta Servers** ( )
- **Ice** ( )
- **Ice Buckets** ( )
- **Staff - Bar / Waiting** ( )
- **Serviettes** ( )
- **Condiments** ( )