

REUNION ON-SITE CHECK LIST

DÉCOR

balloons
banner
candles
flowers
music
napkins
signs
streamers
table cloths

HOSPITALITY

camera/s
door prize/s
name tags
reunion book/photos
yearbooks

BEVERAGES

coffee
ice
juice
soda
tea
coffee maker
hot water

FOOD

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Need to keep hot:

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Need to keep cold:

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Need to keep frozen:

SERVICE WARE

baskets
bowls
cups
forks
glasses
knives
napkins
plates
platters
serving flatware
spoons

* CLEAN UP

broom
dust pan
garbage bags
paper towels
rags
sponges

** Above required - you must
do all clean up.*

OTHER
