

Checklist for Planning Your Hari Raya Haji Catering Event

Task	Status
Pre-Event Planning	
Set a Budget	<input type="checkbox"/>
Create a detailed guest list	<input type="checkbox"/>
Estimate total number of attendees	<input type="checkbox"/>
Choose a mix of starters, mains, side dishes, and desserts	<input type="checkbox"/>
Consider dietary preferences and restrictions	<input type="checkbox"/>
Include traditional Hari Raya Haji dishes	<input type="checkbox"/>
Research and select a reputable catering service	<input type="checkbox"/>
Read reviews and check ratings	<input type="checkbox"/>
Ensure the caterer is halal-certified	<input type="checkbox"/>
Discuss customization options with the caterer	<input type="checkbox"/>
Finalize the menu based on guests' preferences	<input type="checkbox"/>
Book the catering service well in advance	<input type="checkbox"/>
Confirm the date, time, and location of the event	<input type="checkbox"/>
Confirm delivery and setup details with the caterer	<input type="checkbox"/>
Ensure there is a clear plan for setup and teardown	<input type="checkbox"/>
One Week Before the Event	
Reconfirm the number of guests with the caterer	<input type="checkbox"/>
Verify the finalized menu and any special requests	<input type="checkbox"/>
Plan the layout for the food and dining area	<input type="checkbox"/>
Arrange for tables, chairs, and decorations	<input type="checkbox"/>
Arrange for additional services such as live cooking stations	<input type="checkbox"/>
One Day Before the Event	
Reconfirm delivery and setup time with the caterer	<input type="checkbox"/>
Ensure all logistics are in place	<input type="checkbox"/>
Have the caterer's contact information handy for any last-minute changes or emergencies	<input type="checkbox"/>
On the Day of the Event	
Oversee the setup of the dining area	<input type="checkbox"/>
Ensure the caterer arrives on time and sets up according to plan	<input type="checkbox"/>

Ensure the caterer arrives on time and sets up according to plan	<input type="checkbox"/>
Check the quality and presentation of the food	<input type="checkbox"/>
Ensure all dietary preferences and restrictions are accommodated	<input type="checkbox"/>
Coordinate with the catering staff to ensure smooth service	<input type="checkbox"/>
Address any issues promptly	<input type="checkbox"/>
Post-Event	
Oversee the teardown and cleanup process	<input type="checkbox"/>
Ensure all catering equipment is collected and the area is left clean	<input type="checkbox"/>
Provide feedback to the catering service	<input type="checkbox"/>
Discuss any areas for improvement	<input type="checkbox"/>
Send thank-you notes to guests	<input type="checkbox"/>