

FOOD & BEVERAGE

Food & Beverage Checklist

Oakland Convention Center has compiled the following food and beverage checklist that may be required to host your event.

- What is your estimated attendance
- What are the table linen color choices
- Are centerpieces and decorations needed for head and buffet tables
- How many places are required at the head table (and will it be on a stage, platform, etc.)
- How much time is needed for setup
- When will the room be accessible
- Are meals to be served at the head table, or will dignitaries take their places from reserved tables after the meal
- If service is buffet style, are head table guests to serve themselves or will servers prepare their plates
- If meal tickets are to be collected, who will collect them and where
- How are late arrivals without tickets to be handled
- Are tickets required for head table guests
- Is a registration or supply table needed outside the event room
- Is an award table needed behind the head table
- Are programs or menus to be placed on tables or chairs, or distributed at the door
- Will a room be needed for VIPs prior to event
- Will special arrangements be made for guests with dietary restrictions
- Are there decoration and/or banners that need to be placed
- Will a coat check room be needed
- If award recipients are seated in the audience how will they approach the lectern, e.g., will a spotlight be used to illuminate their approach, and if so, will the master of ceremonies be spotlighted
- Will there be an audio-visual presentation or speaker, and if so, what type of equipment will be required
- Will background or dance music be played
- Will there be a show or entertainment for which an additional stage or platform is needed, and if so, what size and height
- Are platforms and stages to be skirted and/or carpeted
- Is a rehearsal planned
- What time will the doors be opened
- What is the timing for all aspects of the event (pre-program music, entertainment, meal service timing, formal program and presentations, dancing, etc.)
- Where are the restrooms

Oakland Convention Center offers world-class event facilities. For more information contact us at (510) 466-6455. We look forward to helping you host a memorable event.