




# Checklist

*Feel free to print this and put it on your refrigerator!*

| <b>When</b>                          | <b>To Do</b>   | <b>Status</b>   |
|--------------------------------------|--|---|
| <b>NOW</b>                           | Book MLC as your Caterer!  |  |
| <b>Sometime between now and then</b> | Schedule your Menu Tasting!  |   |
|                                      | Make any menu changes and tweaks and start looking at your rental options and the final details questionnaire!   |   |
| <b>1 Month</b>                       | <b>Finalize Your Menu</b><br><br>All <b>Rental Options</b> and the <b>Final Details Questionnaire</b> are due now  |   |
| <b>3 Weeks</b>                       | Total <b>Guest Count</b> , Children's Meal & Vendor Count Breakdowns are due now. Your MLC Contact person will finalize your last payment based on your final guest count and rental orders. |   |
| <b>2 Weeks</b>                       | Your <b>Floor Plan, Timeline, Final Payment &amp; Guest Meal Breakdown</b> are due!  |   |
| <b>Wedding Day!</b>                  | We'll be there about 2-3 hours before ceremony time. See you there!  |   |