



## Client Equipment Checklist

**Check that your customer has the following per guest:**

- ❖ 1 charger or place mat (if using)
- ❖ 1 bread plate
- ❖ 1 salad plate or soup bowl
- ❖ 1 dinner plate for each main course
- ❖ 1 dessert plate or bowl
- ❖ 1 water glass
- ❖ 1 white wine glass/champagne glass or both
- ❖ 1 red wine glass
- ❖ 1 bread/butter knife
- ❖ 1 knife for each main course
- ❖ 1 fork for each main course
- ❖ 1 soup spoon if needed
- ❖ 1 salad fork and knife
- ❖ 1 dessert fork and spoon
- ❖ 1 napkin & ring
- ❖ 1 fish knife and fork if fish is served in a formal setting

In addition to this, either the client or yourself will need to supply:

- ❖ Tablecloths
- ❖ Water pitchers
- ❖ A breadbasket with napkin
- ❖ Table centerpieces
- ❖ Candles & holders
- ❖ Place name tags or markers
- ❖ Any special theme decoration