



Banquet Hall Pre-Function Setup & Decor Checklist 2026

Event Space & Floor Plan Verification

Reviewing the layout, table placements, and spatial flow against the approved floor plan to ensure safety and accessibility.

Floor Plan Status

- ☐ Matches Approved Blueprint
- ☐ Requires Adjustment
- ☐ Deviation Noted

Verified Layout Components

- ☐ Dining Tables
- ☐ Stage/Podium
- ☐ Buffet Stations
- ☐ Bar Area
- ☐ Registration Desk
- ☐ Dance Floor

Layout Discrepancy Notes

Write something...

Final Layout Photo/Blueprint

 Upload File

Supervisor Verification

Furniture & Table Settings

Inspection of linens, silverware, glassware, and seating arrangement for cleanliness, stability, and alignment.

Tableware Items Inspected

- ☐ Linens & Napkins
- ☐ Silverware & Cutlery
- ☐ Glassware
- ☐ Chinaware/Plates
- ☐ Tablecloths/Underlays

Table Alignment Status

- ☐ Perfectly Aligned
- ☐ Minor Adjustments Needed
- ☐ Requires Immediate Correction

Total Number of Tables Setup

Enter a number...

Identified Deficiencies

Write something...

Lead Setup Coordinator Approval

Floral & Decorative Elements

Ensuring centerpieces, drapery, lighting accents, and seasonal decorations are positioned according to the event theme.

Decorative Items Verified

- ☐ Centerpieces
- ☐ Table Runners
- ☐ Floral Arrangements
- ☐ Candles & Holders
- ☐ Balloons/Props

Floral Freshness Status

- ☐ Perfect Condition
- ☐ Needs Adjustment
- ☐ Replacement Required

Specific Floral Theme/Notes

Write something...

Photo of Final Setup

 Upload File

Decorator/Lead Steward Approval

Audio-Visual & Technology Readiness

Testing microphones, projectors, sound systems, and Wi-Fi connectivity for seamless presentation performance.

Equipment Checklist

- ☐ Microphones (Wireless/Lavalier)
- ☐ Projector & Screen
- ☐ Laptop & Connection Cables (HDMI/USB-C)
- ☐ Sound System & Speakers
- ☐ Podium/Lectern
- ☐ Lighting Controllers

Audio/Visual Functionality Notes

Write something...

Sound System Audio Level Check

- ☐ Clear & Audible
- ☐ Distortion Present
- ☐ Low Volume
- ☐ Connection Issues

Equipment Testing Video/Photo Proof

 [Upload File](#)

AV Technician/Lead Server Verification

Buffet & Station Setup

Verifying the placement of chafing dishes, serving utensils, signage, and temperature-controlled equipment.

Equipment Check Completed

- ☐ Chafing Dishes
- ☐ Serving Utensils
- ☐ Heat Source/Fuel
- ☐ Serving Platters
- ☐ Menu Signage
- ☐ Condiment Containers

Station Temperature Verification

- ☐ Hot Food Zone Pass
- ☐ Cold Food Zone Pass
- ☐ Temperature Alert Required

Measured Temperature (°C)

Enter a number...

Discrepancies or Missing Items

Write something...

Supervisor Final Approval

Signage & Wayfinding

Checking the placement of directional signage, menu cards, and name cards for guest navigation and identification.

Signage Types Verified

- ☐ Directional Floor Signs
- ☐ Entrance/Welcome Signage
- ☐ Menu & Buffet Cards
- ☐ Table Name/Number Cards
- ☐ Digital Display/Screen Content
- ☐ Safety & Exit Signage

Signage Condition Status

- ☐ Perfect/Brand New
- ☐ Minor Wear (Acceptable)
- ☐ Damaged/Requires Replacement

Missing or Damaged Signage Notes

Write something...

Photo Evidence of Setup

 Upload File

Setup Supervisor Approval

Lighting & Atmosphere Control

Adjusting ambient lighting levels, candles, and background music volume to match the scheduled event mood.

Ambient Light Level

- ☐ Dimmed/Atmospheric
- ☐ Standard/Bright
- ☐ Full Brightness

Lighting Elements Checked

- ☐ Chandeliers/Overhead Lights
- ☐ Wall Sconces
- ☐ Table Candles/LED Tea Lights
- ☐ Uplighting/Mood Lighting
- ☐ Spotlights/Stage Lighting

Background Music Volume Level

Write something...

Atmosphere Adjustment Notes

Write something...

Lighting/Mood Adjustment Time

Enter time...

Supervisor Verification

Staff Briefing & Service Readiness

Final review of staff deployment, uniform standards, and communication of specific service requirements for the event.

Briefing Date

Briefing Start Time

Staff Present for Briefing

- ☐ Floor Manager
- ☐ Wait Staff
- ☐ Bartenders
- ☐ Banqueting Captain
- ☐ Cleaning Crew

Key Service Instructions & Special Requests

Event Service Style

- ☐ Buffet Style
- ☐ Plated Service
- ☐ Family Style
- ☐ Cocktail Reception

Manager Approval Signature



< Previous

> Next

👍 Finish

🔧 Generate Sample Report