



## Meeting Planner Checklist

At Little Creek Casino Resort, we're dedicated to providing you with the best service possible so that your meeting or event goes smoothly and successfully. Throughout your planning process, our Banquet and Catering Services Department will work closely with you to ensure all the details of your function are finalized.

The material in this packet will assist you in putting together a successful event, and ensure that we can deliver to you the high-quality service and attention to detail for which we are known.

Please share this information with our Sales Department so we may fully complete your event order.

- Menus
- Food and Beverage Order Forms
- Meeting Room Specifications
- Meeting Room Details Order Form
- Audio and Visual Capabilities
- Rooming List and Special Requests
- Direct Billing Application
- Credit Card Authorization