Booking Milestones

Due dates count back from the event date. Days-before values are starting points: change them to match your process.

Event _____ **Client** _____

Event date _____ **Event lead** _____

Milestone	Days before event	Due date	Owner	Status	Notes
Proposal sent	90				
Proposal accepted and deposit invoice sent	75				
Deposit received; date confirmed	60				
Tasting held (if offered)	45				
Menu and service style confirmed in writing	30				
Venue details confirmed: kitchen, power, load-in, timings	21				
Dietary and allergy list received from client	14				
Rentals and staff booked	14				
Final guest count due	7				
BEO issued to kitchen and floor team	5				
Food ordering and production sheet done	4				
Balance invoice due	3				
Packing checklist checked; vehicle booked	1				
Event day	0				

Milestones done

Still open

How to use this template

1. On the Booking milestones tab, enter the event date; each due date is calculated from the days-before value, which you can change.
2. Assign an owner and update the status as each milestone is done.
3. On the Run sheet tab, enter each activity's start time and duration; the end time and the gap or overlap with the previous line are calculated.
4. A negative gap means two consecutive lines overlap. Check it is intentional (for example two teams working in parallel).
5. Print the run sheet for the event lead and share the same version with the venue and planner.

Event-Day Run Sheet

Enter start times and durations; end times and the gap from the previous line are calculated. A negative gap means an overlap.

Venue _____ **Venue contact** _____

On-site lead _____

Start	Minutes	End	Gap from previous (min)	Activity	Location	Owner	Notes
				Load vehicles and leave the kitchen			
				Arrive, check in with venue contact, unload			
				Set tables, buffet or plating area, drinks			
				Kitchen setup and final prep			
				Staff briefing: menu, special meals, timeline			
				Guests arrive			
				Service			
				Clear, dessert and coffee			
				Breakdown, pack and load			
				Walkthrough with venue contact, depart			

Overlapping lines

End times wrap past midnight. Gaps assume consecutive lines happen on the same day.