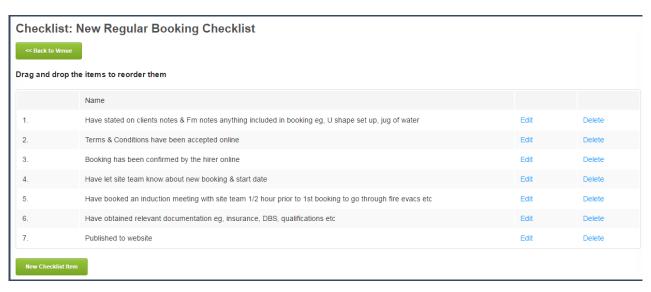
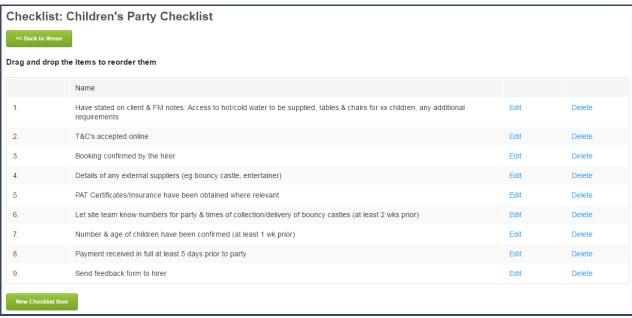
Suggested checklists

Last Modified on 03/02/2021 5:54 pm GMT

Below are examples of 3 checklists which we use for our BookingsGuru service. These are based on our experience of lettings & designed to be generic to fit to most situations. Please feel free to copy these & amend to suit your working practices.





<< Back to \	denue		
Drag and drop the items to reorder them			
	Name		
	Official quote sent with terms attached	Edit	Delete
	Deposit received (50% for special events)	Edit	Delete
	State on client & FM notes anything included in booking, eg use of projector, banqueting tables/chairs to seat xx, etc	Edit	Delete
	T&C's accepted online	Edit	Delete
	Booking confirmed by the hirer	Edit	Delete
	Event planner completed & sent to site team	Edit	Delete
	Event planning meeting booked between site team & hirer (at least 2 months prior to event)	Edit	Delete
	Complete catering staff request (if kitchens required) and sent to Catering Academy	Edit	Delete
	Send kitchen terms to hirer (if kitchens booked)	Edit	Delete
0.	Equipment list with PAT certificates must be obtained	Edit	Delete
1.	Obtain insurance documents (for caterers as well where relevant)	Edit	Delete
2.	Raise invoice 2 months prior to event	Edit	Delete
3.	Receive full payment 1 month prior to event	Edit	Delete
4.	Phone hirer to confirm event times, numbers & final details 2 wks prior to event.	Edit	Delete
5.	Phone site team to confirm final numbers & check event is staffed	Edit	Delete
6.	Send deposit back after receiving all clear from post event checks	Edit	Delete
7.	Send feedback form to hirer	Edit	Delete

BookingsGuru is a service that we provide to schools and community facilities where we provide the admin and marketing for their lettings.

https://bookingsguru.co.uk/