

YOUR PICNIC PLANNING CHECKLIST

No annual outing is more special than a group getaway and picnic at the Reid Park Zoo. This special checklist has been designed to make it easy to plan your catering!

GET STARTED!

TO DO:

DATE COMPLETED:

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| <input type="checkbox"/> Contact the Events Department Representative. This person will provide you with a catering and rental package, answer any questions you may have, and offer further ideas about your picnic outing. Begin now by calling 881-4753. | |
| <input type="checkbox"/> Select Your Menu and Confirm the Location for Your Picnic. Refer to the menu package to select your main course. You'll find a wide variety of delicious meals and prices that fit virtually any budget. The Events Department Representative will provide helpful information on suggested shelter and the location choice. | |
| <input type="checkbox"/> Set the time of your buffet with the Events Department Representative. This time should take into account times in which your guests will arrive and/or when you would like beverages to be served. | |
| <input type="checkbox"/> Sign an agreement as early as you can. The Events Department Representative will send you an event agreement confirming all picnic arrangements. Read, sign, and return the event agreement with any applicable deposits, and begin publicizing your event as early as possible. | |
| <input type="checkbox"/> Set the Deadline for Signing Up. This is especially important since we must have your guaranteed final count for meal service no later than five business days prior to the date of your event. This ensures that the proper amount of food is prepared for your group. | |