Cake Consultation Checklist

Confirm Contact Info
- [ ] Client's first and last name
- [ ] Phone number
- [ ] Email address
- [ ] Groom or other guest of honor's full name

Confirm Event Logistics
- [ ] Number of guests attending
- [ ] Date of the event
- [ ] Start time of the event
- [ ] Is delivery required?
- [ ] Cake delivery/pickup window
- [ ] Event venue name
- [ ] Event venue address
- [ ] Event venue contact

Party Stylings
- [ ] Venue look and style
- [ ] Overall theme of party
- [ ] Bride's gown color and style
- [ ] Bridesmaid dress color and style
- [ ] Groomsmen suit/necktie color and style
- [ ] Table linens color and style
- [ ] Flower & centerpiece color and style
- [ ] Appetizers and main course menu

Cake Logistics
- [ ] Do they want to save the top tier for a year?
- [ ] Is there a cake table?
- [ ] Where in the reception area will the cake be displayed?
- [ ] Will the cake be served tableside or buffet style?
- [ ] What is the actual number of servings needed?
- [ ] Will there be a cake cutting ceremony?
- [ ] Is there a cutting fee?