

# Catering Worksheet

Once you have selected your caterer, use this worksheet to work out the details of your event with your caterer.

General	
Name of Caterer:	
Contact Person:	
Address:	
Phone Number:	
Email Address:	
Web Site Address:	
Date of Event:	
Location of Event:	
Will the event be held indoors or outdoors?	
Address of the event location:	
Phone number of the location:	
Directions to the location:	
Is there a kitchen facility with ovens, refrigerators, and barbecues onsite?	
Comments on above:	
Scheduled time to hold the Hors d'oeuvres/Cocktails:	
Scheduled time to serve the meal:	
Scheduled departure time:	
Type of event: (wedding reception, rehearsal dinner, bridal shower, brunch, etc.)	
Type of service: (Formal Sit-Down, Buffet, or Family Style)  <b>-Formal Sit-Down:</b> guests are seated at the table and served  <b>-Buffet:</b> guests stand in a food line  <b>-Family:</b> guests help themselves to food that is placed at the center of the table	
If Sit Down, what type of style?	

- <b>American (or standard)</b> : the food is plated and portioned in the kitchen and the guest is served the plate of food while sitting down at the table	
- <b>Russian</b> : the food is plattered and the server portions and serves each guest a portion of the entrée, starch, and vegetable, served with a fork and spoon.	
- <b>French</b> : the food is carved and prepared tableside. The platters are presented to the guest and the guests pass and serve themselves.	
If buffet, does the caterer provide the servers or do they guests serve themselves?	
Hors d'oeuvres: will they be passed or are they stationary?	
Bar/beverage service: buffet bar service or bar service?	
Are bartenders provided, if so, will it be an extra charge?	
Who is supplying the liquor, water, ice, etc.?	
Do you provide cake cutting/serving service? Is it part of the basic package? If not, how much does the service cost?	
Do you provide the wedding cake, or should I hire an outside baker?	
If caterer provides the cake, is there an extra charge? If so, how much?	
Staff to Guest ratio:	
Staff Dress Code:	
Leftover policy:	
<b>Menu</b>	
Prior to meeting with your caterer, go over the menus. Select a menu from their sample menus or request a custom menu.	
Discuss the style of food preparation. Are their ingredients/produce fresh? Do they sub-contract with other chefs/bakeries?	
Discuss the size and portions with your caterer:	
Menu selected:	
Hors d'oeuvres:	
Main course:	
Salads:	
Side dishes:	
Breads:	
Dessert:	
Beverages:	
<b>Budget</b>	
Total Catering Budget:	\$
Reception/Event Site:	
Initial headcount/number of guests:	
Final headcount:	
When is the final headcount due?	

Does the headcount include wedding professionals at the event (photographers, DJs, etc.)?	
Cost per guest:	\$
Special cost for children:	\$
Special cost for photographers, DJs, and other wedding professionals at the event:	\$
Gratuity included? If not, how much (in percent of final costs):	%
Taxes? \$	
Deposit required? When is it due?	
How much is the deposit?	\$
May I make partial payments?	
When is the final payment due?	
Is the set-up and clean-up included in the final price? If not, what is the extra charge?	\$
What is the overtime charge?	\$
What are the costs for alcohol and beverages?	\$
Are bartenders/corkage provided in the basic package? If not, what is the extra charge?	\$
Do you provide linens, tables, chairs, china, glassware, silverware, serving accessories, etc.?	
Are the above items included in the basic price or are they extra? If extra, how much?	\$
Do you provide rentals, or are they from another company?	
Wedding cake: included in the basic package? If extra, what is the extra charge?	\$

Notes: