

## Catering Worksheet

### Step one: Define the scope

How many people are attending the party?

Date of event \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Where will the party be held? \_\_\_\_\_

Will this be a casual or formal gathering? \_\_\_\_\_

What is the theme of this event? \_\_\_\_\_

Are you celebrating something special? \_\_\_\_\_

Is there a guest of honor? Include any information about this person that would help the caterer suggest special things for them.

Do you have a budget in mind?

### Step two: Food and Drinks

Did you have a food theme, or specific ideas about the menu?

(a little extra space here for them to write)

What type of food will you have?

Full-course meal

Appetizers

Dessert and coffee only

Other

Do you have any special recipes or items that you definitely want to include?

Are there any special dietary requests: \_\_\_\_\_

Vegetarian, low-carb, diabetic, low-fat, hot menu or cold menu, finger foods only, no dessert items

Where will your guests be eating?

Depending on the type of food, theme and time of day, the caterer should be able to suggest an accurate number of tables and seats that you will need to accommodate your guests.

How will the food be served?

Passed

Buffet Style

Full Table Service

When will the food be served? Indicate the timing you would prefer for each course.

What beverages would you like to serve?

Coffee, Hot Tea, Iced Tea, Sodas, Bottled Water, Juices

Wine, Beer, Full Bar with Mixers and Setups, Champagne

Who will provide ice?

Where will the bar be set up?

### Step three: Setup

Inside or Outside event? \_\_\_\_\_

Is there a kitchen on the premises?

What time can the caterer arrive to set up? \_\_\_\_\_

What spaces in the home will the caterer have access to?

Indicate responsibility by checking the box : HOST CATERER N/A

Tables and Chairs Rental	<input type="checkbox"/>	<input type="checkbox"/>
Setup of Tables and chairs	<input type="checkbox"/>	<input type="checkbox"/>
Buffet Table Rental	<input type="checkbox"/>	<input type="checkbox"/>
Setup of Buffet Table		
Tablecloths Rental	<input type="checkbox"/>	
Setup of Tablecloths		
Serving platters or chafing dishes		
Dinnerware		
Dinner Napkins		
Beverage Napkins		
Glassware Rental		
Placecards		
Floral Arrangements and/or candles		
Bar Rental		
Setup of Bar		

### Step Four: Cleanup

Clearly define your expectations here.

Will caterer stay until certain time or until all guests leave?

Who will make sure rentals are returned properly?

What is to be done with any leftovers?

### ***Don't Forget:***

- Invite caterer to tour the party space and explain expectations
- Discuss the flow of the party, and fully define the service area.
- Use magazine, book clippings and recipes to illustrate to the caterer your décor and food expectations.
- Find out terms of billing, for example, is there a percentage needed up front?
- What is the caterer's cancellation policy?
- How many people from the catering company will be at the party? How will they be dressed?
- Ask for a written proposal detailing what will be provided by the caterer and a break down of costs.
- Ask for references.