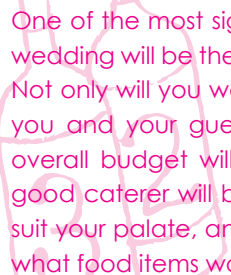


# Catering

MAKE IT A FULL AFFAIR



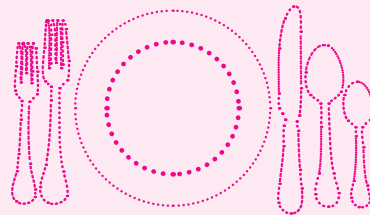
One of the most significant aspects of planning your wedding will be the food you serve at your reception. Not only will you want a delicious menu that pleases you and your guests but roughly one-third of your overall budget will be spent on the food alone. A good caterer will be delighted to create a menu to suit your palate, and can give you solid advice as to what food items work well together.

If you are in a position to select your own caterer, try to narrow your list immediately to no more than three. When calling each caterer, have as much information ready as possible—your wedding date, time of day, approximate number of guests and degree of formality and style. If you have any general menu ideas or preferences, let the caterer know so they can be better prepared for your initial meeting.

## FINDING A CATERER

- **Be prepared:** At the initial meeting, caterers generally like to discuss your food preferences and budget. Have an idea of your guest total and what your catering budget will be.
- **Know your options:** sit-down meal, buffet, passed hors d'oeuvres or food stations. Your caterer will be able to describe all of these options in detail and their appropriateness for time of day, crowd size and style.

- **Sampling:** find out when you will be able to sample the caterers' cuisine. You'll want to make sure that you like the meal before you agree to spend the money.



## VENDOR MEALS

Although it is not required, you may consider including meals for wedding-related personnel, such as the DJ, musicians, photographer and wedding consultant. If cost is an issue, ask your caterer about "vendor meals." They are more casual than the guest menu, and are offered at a lower cost per person.

## THE CONTRACT

- Ensure that your catering contract details all of the particulars of your reception.
- Specify: day, date and time, address of the site, food items by course and the number of guests covered, provisions for special meals, time of the cocktail hour, time the meal will be served, contact people, including someone from your end with whom the caterers can consult, the number of servers, bartenders and their uniforms, linens, beverages to be served and bar guidelines and terms of payment and liability insurance.
- Typically an advance deposit is due and you'll definitely want to check on the cancellation policy barring unforeseen events.



**There are many details involved in planning the food for your reception but with a little advance planning (and tasting!) your reception will be long remembered for its delectable fare.**

## CATERING - ASKING THE RIGHT QUESTIONS

What is your cancellation policy?

\_\_\_\_\_

\_\_\_\_\_

Are flatware, china, glassware and linens included?

\_\_\_\_\_

What equipment is provided?

\_\_\_\_\_

\_\_\_\_\_

Who will be the on-site contact?

\_\_\_\_\_

What is the server-to-guest ratio? (The general ratio is one server for every twenty to twenty-five guests at a sit-down dinner and one server to every eight guests at parties where most of the food is butlered by waitstaff.)

\_\_\_\_\_

Are labor charges included or extra?

\_\_\_\_\_

Does the cost include setup and cleanup?

\_\_\_\_\_

\_\_\_\_\_

How many hours of staff time is included?

\_\_\_\_\_

Will you have servers at the buffet table or is it self-serve?

\_\_\_\_\_

Will your servers pour the wine and champagne throughout dinner?

\_\_\_\_\_

Are bartenders provided?

\_\_\_\_\_

When does overtime go into effect?

\_\_\_\_\_

What will the staff wear to the event?

\_\_\_\_\_

Will the staff collect plates after mealtime?

\_\_\_\_\_

Does the price include cutting and serving the cake?

\_\_\_\_\_

Are you familiar with the reception location?

\_\_\_\_\_

Will you need access to their kitchen facilities, if available?

\_\_\_\_\_

When will you require access to the site?

\_\_\_\_\_

What are the terms of payment: The deposit? Balance due?

\_\_\_\_\_

Are taxes and gratuities included? If not, how much?

\_\_\_\_\_

What are your postponement and cancellation policies?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you accommodate special orders, especially for dietary restrictions?

\_\_\_\_\_

\_\_\_\_\_

Are beverages included?

\_\_\_\_\_

What are the portion sizes?

\_\_\_\_\_

What is the deadline for menu selection?

\_\_\_\_\_

Menu Must-Haves:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



{ CATERING NOTES }

1

Company Name:.....

Contact:.....

Phone #:.....

Address:.....

Website & Email:.....

References:.....

Interview Notes:.....

.....

.....

Tasting Notes:.....

.....

.....

.....

2

Company Name:.....

Contact:.....

Phone #:.....

Address:.....

Website & Email:.....

References:.....

Interview Notes:.....

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Tasting Notes:.....

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Company Name:.....

Contact:.....

Phone #:.....

Address:.....

Website & Email:.....

References:.....

Interview Notes:.....

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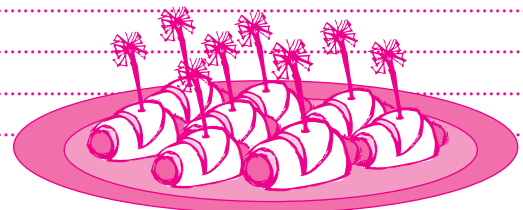
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Tasting Notes:.....

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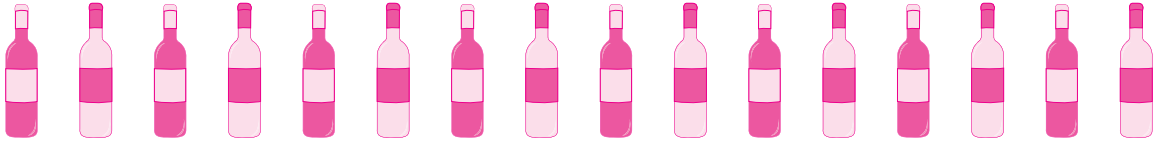
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Use this list to help you make notes of different wines you've tried that you might want to use for your reception. Be sure to rate each wine after you drink it so you don't forget which are your favorites!



### RED WINE

Name: \_\_\_\_\_  
Year: \_\_\_\_\_  
Price per bottle: \$ \_\_\_\_\_  
Where to buy: \_\_\_\_\_  
Rating (OUT OF 5):  
♥ ♥ ♥ ♥ ♥

Name: \_\_\_\_\_  
Year: \_\_\_\_\_  
Price per bottle: \$ \_\_\_\_\_  
Where to buy: \_\_\_\_\_  
Rating (OUT OF 5):  
♥ ♥ ♥ ♥ ♥

Name: \_\_\_\_\_  
Year: \_\_\_\_\_  
Price per bottle: \$ \_\_\_\_\_  
Where to buy: \_\_\_\_\_  
Rating (OUT OF 5):  
♥ ♥ ♥ ♥ ♥

Name: \_\_\_\_\_  
Year: \_\_\_\_\_  
Price per bottle: \$ \_\_\_\_\_  
Where to buy: \_\_\_\_\_  
Rating (OUT OF 5):  
♥ ♥ ♥ ♥ ♥

Name: \_\_\_\_\_  
Year: \_\_\_\_\_  
Price per bottle: \$ \_\_\_\_\_  
Where to buy: \_\_\_\_\_  
Rating (OUT OF 5):  
♥ ♥ ♥ ♥ ♥

### WHITE WINE

Name: \_\_\_\_\_  
Year: \_\_\_\_\_  
Price per bottle: \$ \_\_\_\_\_  
Where to buy: \_\_\_\_\_  
Rating (OUT OF 5):  
♥ ♥ ♥ ♥ ♥

Name: \_\_\_\_\_  
Year: \_\_\_\_\_  
Price per bottle: \$ \_\_\_\_\_  
Where to buy: \_\_\_\_\_  
Rating (OUT OF 5):  
♥ ♥ ♥ ♥ ♥

Name: \_\_\_\_\_  
Year: \_\_\_\_\_  
Price per bottle: \$ \_\_\_\_\_  
Where to buy: \_\_\_\_\_  
Rating (OUT OF 5):  
♥ ♥ ♥ ♥ ♥

Name: \_\_\_\_\_  
Year: \_\_\_\_\_  
Price per bottle: \$ \_\_\_\_\_  
Where to buy: \_\_\_\_\_  
Rating (OUT OF 5):  
♥ ♥ ♥ ♥ ♥

Name: \_\_\_\_\_  
Year: \_\_\_\_\_  
Price per bottle: \$ \_\_\_\_\_  
Where to buy: \_\_\_\_\_  
Rating (OUT OF 5):  
♥ ♥ ♥ ♥ ♥