

Catering Worksheet

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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) -Formal Sit-Down: guests are seated at the table and served -Buffet: guests stand in a food line -Family: guests help themselves to food that is placed at the center of the table	
If Sit Down, what type of style? -American (or standard): the food is plated and portioned in the kitchen and the guest is served the plate of food while sitting down at the table	

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- Russian : 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.	
- French : 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:	
Menu	
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:	
Budget	
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?	\$

*[This is another worksheet from BlissWeddings.com.
A collection of ALL our worksheets is available by downloading the
"Bliss! Weddings Wedding Planner" from MyFreeWeddingPlanner.com]*

We at Bliss! Weddings wish you much
love and laughter on your wedding day and
everyday thereafter. Best Wishes!

We are happy to present you with this worksheet from our website **Bliss!
Weddings** [www.blissweddings.com] in a printable and easy-to-fill-in format. We
hope that this worksheet will help you achieve wedding day bliss!

For more wedding-planning information, please be sure to visit our website
where you can find:

Wedding floral charts	Discussion forums
Articles and guides	Ask the Experts
Interactive tools	Bridal fashion galleries
Tips and tricks	Instructional bridal craft videos

Also available is the **Bliss! Weddings Bridesmaid's Mini-Guide**. It contains
information that will help bridesmaids better assist in the bride's quest to achieve
the perfect wedding! It may be downloaded at:

http://www.blissezine.com/wedding_planner/bridesmaid-guide.PDF

Feel free to forward this worksheet to your engaged family members and friends.

Contact Us!

If you have any comments, suggestions, additions, complaints, etc., please be sure
to email us at info@blissweddings.com.

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WeddingForums.com

Be sure to visit www.weddingforums.com, a community of engaged and newly married couples exchanging ideas and advice.

Wedding Day Planning	Ask The Experts	Monthly Groups	Regional Forums - International
Beauty & Health	Wedding Etiquette	January Weddings	Africa
Budgeting/Financing/Legal Issues	The Next Step (Dance and Music)	February Weddings	Asia
Ceremonies	Fashion	March Weddings	Australia & New Zealand
Classified Ads		April Weddings	Canada
Dealing with Vendors		May Weddings	Caribbean
Decorative Arts and Crafts	After The Wedding	June Weddings	Central America
Ethnic Weddings	Newlywed Journals	July Weddings	Europe
Floral Frenzy	Moving In	August Weddings	Mexico
Groom's Forum	Starting a Family	September Weddings	Middle East
Guests, Gifts & Registries	Managing a Career and Family	October Weddings	South America
Honeymoon and Destination Weddings	Managing Finances and Investments	November Weddings	South Pacific Islands
Invites, Announcements, & Programs	Your In-Laws and You	December Weddings	
Jewelry			
Pre-Wedding Parties			
Religious Weddings			
Second-Time Brides			
The Reception			
Wedding Entourage			

Regional Forums - United States of America			
Alabama	Indiana	Nebraska	Rhode Island
Alaska	Iowa	Nevada	South Carolina
Arizona	Kansas	New Hampshire	South Dakota
Arkansas	Kentucky	New Jersey	Tennessee
California	Louisiana	New Mexico	Texas
Colorado	Maine	New York State	Utah
Connecticut	Maryland	North Carolina	Vermont
Delaware	Massachusetts	North Dakota	Virginia
Florida	Michigan	Ohio	Washington (State)
Georgia	Minnesota	Oklahoma	Washington, D.C.
Hawaii	Mississippi	Oregon	West Virginia
Idaho	Missouri	Pennsylvania	Wisconsin
Illinois	Montana	Puerto Rico	Wyoming

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