

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Wedding Cake Worksheet for Do it Yourself*, For Orders from Culinary School Students, Supermarket or Club Store Bakery

Instead of a professional Wedding Cake Baker

_____ will bake the cake

_____ will decorate the cake

_____ will deliver the cake

_____ will serve the cake

Cake Baker: _____ Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Cake Decorator: _____ Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Cake Will Be Delivered By: _____ Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Cake Will Be Sliced By: _____ Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Cake Will Be Served By: _____ Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

* Present the people creating your cake with the same detailed guidelines you would provide a bakery.

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Bakery Worksheet

Finding the Right Bakery

Based on recommendations, meeting in bridal shows, and searching the Internet and the Yellow Pages we contacted various Bakeries.

We screened them and chose those that greeted us cordially, provided the information we requested in a timely manner, the people we spoke with were helpful but not too eager, and they followed up.

We also judged them by their web sites. We liked:

- ✓ The look and feel,
- ✓ The Cakes and the baked goods' presentation we saw on the site, We liked the creativity and originality represented in their cakes and other baked goods,
- ✓ That the information we were looking for was right there,
- ✓ That they were they helpful and not over selling,
- ✓ That they included clearly posted name, address, phone and Email contact.

We plan to interview the following Bakers:

Company Name: _____ Person in charge: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date / Time: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date / Time: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date / Time: _____

Tips Page

Before hiring a Bakery

- Browse magazines and the Internet and collect pictures of the cakes you like.
- Take a copy of every relating worksheet to every interview with a baker.
- Find out what cakes and other baked goods you want are actually available.
- Taste samples to determine their quality.
- Review the bakers' presentations in the stores and in the portfolios to be sure you like their work.
- Use the worksheets to let the bakery manager know what you want.
- Ask the appropriate questions and decide whether you will be comfortable working with him/her.
- Pay special attention to your impression of the bakery its owner and staff you may be working with.
- Be sure you interact well before you decide to hire.
- Fill in the costs then take every proposal to all interviews to compare what you get for what prices.

Cake Tip

If your wedding will take place during the hot weather season or in high humidity area, especially if outdoors, opt for FONDANT icing rather than butter cream frosting.

Wedding Cake Money Saving Tips

- Get a DRUM*. A make believe bottom layers and have only the top layer be an actual wedding cake.
- Consider clean designs, ribbons, fruit and flowers rather than intricate designs.
- Choose a single flavor, and avoid expensive handmade decorations.
- Serve the guests slices from reasonably priced sheet cakes. Square and rectangle shaped cakes are less expensive, yet yield more slices. Your guests will never know the difference.
- You'll find more cake budgeting ideas in the wedding budget section and the article: **Wedding Cakes Trends in the 21st Century** located at:

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Bakery Worksheet - Our Wedding Cake Details

Bakery information:

Name of Bakery: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Interview Date: _____

Wedding Cake:

Theme of wedding cake: _____

Number of tiers*: _____ Main color: _____ Secondary color(s): _____

Description: _____

Top tier 1: Shape: _____ Size: _____ Personalization: _____ Flowers: _____

Cake color: _____ Icing color: _____ Flavor: _____ Filling: _____

Tier 2: Shape: _____ Size: _____ Personalization: _____ Flowers: _____

Cake color: _____ Icing color: _____ Flavor: _____ Filling: _____

Tier 3: Shape: _____ Size: _____ Personalization: _____ Flowers: _____

Cake color: _____ Icing color: _____ Flavor: _____ Filling: _____

Tier 4: Shape: _____ Size: _____ Personalization: _____ Flowers: _____

Cake color: _____ Icing color: _____ Flavor: _____ Filling: _____

Cake Top Theme: _____ Adornments Description: _____

* We want the bottom _____ layers to be a **make believe** decorated cake.

Will there be any additional fees such as cutting and serving the cake? Yes _____ No _____ How Much _____?

Other, Non-cake Baked Goods:

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Bakery Worksheet - Details for Our Other Cakes

Groom Cake – one layer:

Theme of Groom cake: _____

Shape: _____ Size: _____ Main color: _____ Secondary color(s): _____

Description: _____

Personalization: _____ Flowers: _____

Cake color: _____ Icing color: _____ Flavor: _____ Filling: _____

Cake Top Theme: _____ Description: _____

Kids Cake – one layer:

Theme(s) of Children's cake: _____

Description: _____

Shape: _____ Size: _____ Main color: _____ Secondary color(s): _____

Personalization: _____

Cake color: _____ Icing color: _____ Flavor: _____ Filling: _____

Cake Top Theme: _____ Description: _____

Popular Wedding Cake Options

CUPCAKES tree with _____ layers. The top layer is an actual small cake for the wedding cake cutting ceremony.

Theme for cupcakes: _____ Description: _____

Number of cupcakes: _____ Main color: _____ Secondary color(s): _____

Cupcake color: _____ Icing color(s): _____ Flavor: _____ Filling: _____

Rehearsal Dinner Cake – one layer:

Theme of Rehearsal Dinner Cake _____

Shape: _____ Size: _____ Main color: _____ Secondary color(s): _____

Cake color: _____ Icing color _____ Flavor _____ Filling _____

Personalization _____

Description: _____

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Bakery Worksheet – Cake Delivery Specifics

Information for Baker

Number of adults: _____ Number of kids: _____ Number on Fat Free diet: _____

Number of guests on Sugar Free diet: _____ Baker may suggest alternatives: _____

Other sweets and baked goods needed: _____

Instructions: _____

Date Ordered: _____ By whom: _____ Placed order with: _____ Receipt: _____

Other requests: _____

Contract Received on: _____ Signed By: _____ Title: _____ 3 Days rescission ends on : _____

Deliver To the Rehearsal Location at: (Name of venue) _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

On Date: _____ By: _____ O'clock, Set-up By: _____ O'clock

Deliver To the wedding Reception Location at: (Name of venue) _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

On Date: _____ By: _____ O'clock, Set-up By: _____ O'clock

Payment options:

Visa: _____, MasterCard: _____, American Express: _____, Discover: _____, Personal Check _____.

Notes and Comments:

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Bakery - Experience and Costs Worksheet

Experiences

The bakery offers cake tasting and the following people accompanied us to a tasting: _____

Our opinions and remarks: _____

Our companion's opinions and remarks: _____

We also observed the shop and reviewed the baker's portfolio.

Our opinion and remarks of the bakery, after having checked their portfolio, and after seeing and tasting actual cakes and baked goods they offer.

Cost /Price Proposal \$ _____ Too High _____, Too Low _____, Within our Budget: _____.

Bakery and Cake Costs

Payment For		Cost Each	Total Cost
Wedding Cake			
Groom's Cake		\$	\$
Kid's Cake		\$	\$
Cake Serving Set		\$	\$
Cutting and Serving	Number of guests (slices)	\$	\$
Cake Top Wedding Cake		\$	\$
Cake Top Groom's Cake		\$	\$
Cake Top Kid's Cake		\$	\$
Delivery charges		\$	\$
Set up charges		\$	\$
Packaging		\$	\$
Clean up charges		\$	\$
Taxes		\$	\$
Gratuities		\$	\$
Other		\$	\$
TOTAL			
OUR BAKERY BUDGET \$ _____			

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Bakery Worksheet

About Our Wedding - Information for baker

About Our Wedding What We Want & Cost	1st Choice	2nd Choice	3rd Choice
Wedding (Bridal) Cake-Cost			
Groom's Cake - Cost			
Kid's or Kids' Cake - Cost			
Cupcakes - Cost			
Baked Goods for Dessert -Cost			
Other baked goods - Cost			
We plan to have _____Guests Size recommended and Cost			
We plan to have a Formal wedding. Suggest appropriate cakes and Cost			
We plan to have a Semi- Formal wedding. Suggest appropriate cakes and Cost			
We plan to have an informal wedding. Suggest appropriate cakes and Cost			
We plan to have a very casual wedding. Suggest appropriate cakes and Cost			
Our wedding will be indoors Suggest appropriate cakes and Cost			
Our wedding will be outdoors Suggest appropriate cakes and Cost			
The reception will be at _____ o'clock Suggest appropriate cakes and Cost			
The meal will be Formal _____Buffet_____ Sweets _____ Other_____ Suggest appropriate cakes and Cost			
We are not sure about the frostings. Can you explain the following type? Butter cream, Whipped Cream Fondant Royal Icing Marzipan, So we can choose?			
Suggest appropriate baked goods for a Sweet Table and Cost.			

Questions for the Bakery Manager

QUESTIONS	Bakery 1	Bakery 1	Bakery 1	Comments
Are you available on our wedding date and time				
May we have your business card and brochure?				
Do you have a web site?				
How long have you been accommodating weddings?				
Do you do this full time _____ Or part time _____				
What percentage of your work is with wedding				
How many wedding clients have you served				
Can you provide us with references we may contact?				
Can we set a date to taste your cakes, Icings and other baked goods?				
Can we see the portfolio(s) of cakes you have created?				
What is your specialty?				
Can you make THEME cakes?				
Can you design a cake to match a picture or an idea?				
What cake flavors do you offer?				
What cake colors do you offer?				
Can you match the cake colors to fabric swatches, flowers and – or our wedding colors?				
What variety of Icing can we choose from?				
What Icing colors do you offer?				
What kinds of fillings do you offer?				
Can you bake for people with special dietary needs?				
Will you work with fake bottom layers and a real top layer for the bride and groom?				
Is there additional charge for: Fresh Fruit, Fondant Icing, White Chocolate, Filling, Liqueur, other?				
Do you provide flowers for the cake?				
Do you provide the cake and cake table decorations?				
Are cake boards, design elements and fake layers included in the price?				
Are the cake stands included in the price?				
Do you provide Freezer cake Boxes? Other boxes?				
If we do not get our own, Do you provide a cake serving set and a cake top?				
Are These items included or rented from you?				
If These items are included and are on loan, by when do we need to return them?				
If they are not included, what are the rental fees for each of these items?				
What is the price range for a Groom - Cake?				
What is the price range for a Children - Cake?				
What is the price range cup cakes?				

Questions for the Bakery Manager

QUESTIONS	Bakery 1	Bakery 1	Bakery 1	Comments
We have _____ guests. What size cake do we need?				
Do you charge by the slice or by the cake?				
What is the price range?				
We have _____ guests to serve. How many sheet cakes do we need?				
Do you charge by the slice or by the cake?				
What is the price range?				
We have _____ guests to serve. How many cup cakes would you recommend?				
Are the cup cake trees included in the price?				
How do you charge for cup cakes?				
We have _____ guests to serve. What other pastries would you recommend? How many?				
Are delivery and set-up included in the price?				
If not, what is the fee?				
Are cutting and serving included in the price?				
If not what is the fee?				
Do you offer a choice of bridal packages?				
Do you offer any discounts?				
Are gratuities included in the price?				
Are taxes included in the price?				
What additional expenses can we expect?				
Can you provide us with a flyer and a rate sheet that includes all the details and explain your fees?				
How many consultations do you provide in your package prices?				
How soon before the wedding will the cake be made?				
What is the latest time for making changes?				
By when do you need the final count?				
How much time do you need to prepare the cake table at the reception site?				
Do you have any suggestions or ideas for us?				
How many people assigned to our wedding?				
Are they insured and bonded?				
Do you carry liability insurance?				
What happens if you back out?				
Do you have a back up plan in case of the baker's unforeseen emergency?				
How much and by when will we need to give a deposit?				
When is the final payment due?				
Do you accept checks and credit cards?				
Do you offer any guarantees?				

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Bakery Contract Checklist Worksheet

Page 1 of 2

Prior to the contract we received a detailed bill for our order and agree with it: Yes _____ No _____

We received the contract on: Date: _____ Time: _____ Location: _____

From: Full Name: _____ Title or Position in Company: _____

Contract is signed by: _____ Title or Position in Company: _____

Bakery Contract includes date: Yes _____ No _____ appropriate signature(s): Yes _____ No _____

Contract includes delivery information. Location: Yes _____ No _____ Date: Yes _____ No _____ Time: Yes _____ No _____

Bakery Contract includes description and full details of the cake(s) and all baked goods: Yes _____ No _____

Bakery Contract specifies components that need to be rented for, and returned after the wedding. Yes _____ No _____

Deposit for rented items: Yes _____ No _____ Amount to be returned to us bringing them back: Yes _____ No _____

we agree: Yes _____ No _____

Bakery Contract specifies total payment due: Yes _____ No _____ we agree: Yes _____ No _____

Total amount of deposit(s) Yes _____ No _____ Method of payment: Check _____ Credit card _____ Receipt _____

Total amount of balance due: Yes _____ No _____ Date full payment is due: Yes _____ No _____

Bakery Contract includes provisions for:

Late delivery: Yes _____ No _____,

Non-delivery: Yes _____ No _____,

Inaccurate or short order: Yes _____ No _____,

Un-satisfactory, poor product quality: Yes _____ No _____

We were given a detailed price sheet to take home and review: Yes _____ No _____ We agree: Yes _____ No _____

We signed and dated the contract on: Date: _____ Time: _____ Location: _____

Bakery Contract Checklist Worksheet

Page 2 of 2

The contract specifies the following dates:

- ✓ Date of entering the contract: Yes _____ No _____
- ✓ Date and time of delivery to Rehearsal Dinner: Yes _____ No _____
- ✓ Date and time of delivery to Wedding Reception location: Yes _____ No _____
- ✓ Last date to add, or make changes: Yes _____ No _____
- ✓ Dates payment are due as follows: Down payment: _____ Payment in full: _____

The Contract includes:

- ✓ Full details about every cake and other baked goods we ordered: Yes _____ No _____
- ✓ Full details about every good and service to be provided by the bakery: Yes _____ No _____
- ✓ Names of all bakery people assigned to our wedding, detailing their responsibilities: Yes _____ No _____
- ✓ All possible back-up services if needed: Yes _____ No _____ we agree: Yes _____ No _____
- ✓ A 3 days cancellation clause allowing us to cancel within 3 days with no penalties: Yes _____ No _____
- ✓ Full cancellation policy should we cancel after 3 days: Yes _____ No _____ we agree Yes ____ No ____
- ✓ Full cancellation policy and procedures if the bakery cancels: Yes ____ No ____ we agree Yes ____ No ____
- ✓ Disclosure of bakery's health department license certificate: Yes _____ No _____
- ✓ Disclosure of all bakery's guarantees: Yes _____ No _____
- ✓ Disclosure that the bakery and all its staff assigned to us are insured and bonded: Yes _____ No _____

We also would like the contract to:

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Bakery Cake Number of Round Tiers and Their Sizes* Approximate Number of Serving Worksheet

* Tier 1 is the Largest - Bottom Tier Each tier has 2 layers

Number of Tiers	Tier Size 1	Tier Size 1	Tier Size 1	Tier Size 1	Apr. # of Servings
ROUND					
1	8 inches				24
1	9 inches				32
1	10 inches				38
1	12 inches				56
2	9 inches	5 inches			40
2	10 inches	6 inches			50
2	12 inches	8 inches			80
3	10 inches	7 inches	5 inches		65
3	12 inches	10 inches	6 inches		110
3	12 inches	10 inches	8 inches		120
3	14 inches	12 inches	8 inches		160
3	16 inches	16 inches	8 inches		180
4	14 inches	12 inches	9 inches	6 inches	180
4	14 inches	12 inches	10 inches	7 inches	190
4	16 inches	14 inches	12 inches	8 inches	260

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Approximate number of Serving Per Sheet Cake Worksheet

Size of Sheet Cake	Size of Slice - Piece	Apx. # of Servings
Full Sheet - 18x26 inches	wedding cake sliced size 2x2" each piece,	96
Half Sheet 12-13x18	wedding cake sliced size 2x2" each piece	48
Quarter Sheet 9x13	wedding cake sliced size 2x2" each piece	24
A typical Groom Cake is a Half Sheet 12-13 X 18	Wedding cake slices 2X2 each piece.	48
A typical Kids Cake is a Half Sheet 12-13 X 18	Wedding cake slices 2X2 each piece.	48
SQUARE		
Each 8 inches Square Tier	wedding cake sliced size 1x2" each piece	32
Each 10 inches Square Tier	wedding cake sliced size 1x2" each piece	50
Each 12 inches Square Tier	wedding cake sliced size 1x2" each piece	72
Each 14 inches Square Tier	wedding cake sliced size 1x2" each piece	98

Notes and Comments:

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Wedding Cake – Calculating Additional Costs Worksheet

Description	Our Added Cost Per	Example Of Rates	Total Added Cost*
Basic wedding cake with butte cream icing & filling priced by the slice		\$4.00 – 6.00 / slice	
Basic wedding cake with Rolled Fondant icing, priced by the slice		\$5.00 – 8.00 / slice	
Nuts, fruit, mousse etc		Add 75 cents / slice	
Marzipan ,		Add \$1.00 / Slice	
Sugar paste flowers, bows, adornments etc		Add \$1.00 / Slice	
Royal icing decorations,		Add \$1.00 / Slice	
Additional artwork		Add \$1.00 / Slice	
Sugared fresh flowers		Add \$1.00 / Slice	
Cake tops		Individually priced	
Silver plateaus / rental		Return Deposit \$100 and \$35.00 - \$50.00 rental fee	
Cascade stands		Return Deposit \$100 and \$35.00 - \$50.00 rental fee	
Fountain		Return Deposit \$100 and \$35.00 - \$50.00 rental fee	
Stairway		Return Deposit \$100 and \$35.00 - \$50.00 rental fee	
Arch pillar or Cake stand		Return Deposit \$100 and \$35.00 - \$50.00 rental fee	
Delivery travel fee		\$3.00 / Mile	
Set up fee for orders less than \$600.00		\$50.00	
Slicing and serving		\$3.00 – \$10.00 / slice	
Gratuities %			
other			
wedding cake(s) total			\$
Our Cake(s) Budget			\$
We are over budget by:	\$	We are under budget by:	\$

*N/A = Not Applicable to us – we do not pay these fees, nor are they included in the price.

Notes and Comments: