

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

## **Catering Our Wedding Worksheet for Do it Yourself\***

**For catering by Culinary School Students, Friends and/or Family**

### **Instead of a professional Caterer**

\_\_\_\_\_ will coordinate the menu.  
\_\_\_\_\_ will coordinate the delivery.  
\_\_\_\_\_ will coordinate the set up.  
\_\_\_\_\_ will coordinate the serving.  
\_\_\_\_\_ will coordinate the cleaning.

#### **Contact with the person in charge of:**

**Menu:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Delivery:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Set up:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Serving:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Clean up:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

\* Present the people in charge of creating your wedding with the same detailed guidelines you would provide a professional caterer.

**Bride's Name:**\_\_\_\_\_ **Groom's Name:**\_\_\_\_\_ **Wedding Date:**\_\_\_\_\_

## Catering Our Wedding - Tips Page

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### Before hiring a Caterer

- Take a copy of every relating worksheet to every interview with a caterer.
- Find out what menu items and ideas the caterer offers.
- People have different ideas of what classy or informal mean. Do not assume that the caterer and you see eye to eye. Be ready to explain exactly what you want and how you want it presented.
- Bring a few people with you to the tasting session.
- Taste samples to determine their quality and compare notes with the others.
- Write down your opinion and theirs.
- Review the caterer's presentation in the portfolio to be sure you like it.
- Find out if you may visit an actual event he/she caters to see the set up.
- Use the worksheets to let the caterer know what you want and what you do not want.
- Ask the appropriate questions and decide whether you will be comfortable working with him/her.
- Pay special attention to your impression of the catering owner and the staff assigned to you.
- Be sure you interact well before you decide to hire.
- Request to see their Health Department license and rating.
- Asking never hurts. Ask every caterer and other vendor or service provider you interview, for discount.
- If you are flexible, ask if there are any days or specific hours that are less expensive.
- Ask about Drop Off Catering. This is where the caterer delivers already prepared food and sets it up.
- Ask if they offer Half Plate. That is smaller portions of meat, chicken or fish.
- Ask for a list of **hors d'oeuvres** and the cost of each.
- Fill in the costs then take every proposal to all interviews to compare what you get for what prices.
- Once you choose your caterer, be ready to secure his or her service with a signed contract and a deposit.
- Remember: No caterer or any vendor will hold your date without a signed contract and a proper deposit.

### Reception Options for a wedding on a tight budget

- A **tea reception** should be held between 2 p.m. and 4 p.m. It is relatively inexpensive as usually only tea, coffee, soft drinks, "tea sandwiches" tarts, scones, and pastries are served.
- A **salad luncheon reception** is perfect for a late morning wedding. It is less costly than a sit-down meal or even a buffet as it offers a wide selection of salads, dressings, cheeses, fruits, and breads.
- **Hors d'oeuvres or Deli Trays Reception** is appropriate for receptions held between 11 a.m. and 5 p.m. or after an evening wedding. In this type of reception, guests serve themselves from platters containing light finger foods, fruit and vegetables, cheeses, crackers, cold cuts, breads and rolls. You may also add some hot finger foods such as egg rolls, chicken wings, meatballs etc.
- For a **Hors d'oeuvres and Cocktail Reception** in addition to the hors d'oeuvres, coffee, tea and soft drinks, cocktails and other alcoholic beverages are also served.
- **Decadent Dessert Reception** is suitable between 1:00 and 4:00 o'clock in the afternoon, or after an evening wedding. A large assortment of rich desserts is served with coffee, tea, and other beverages.
- **A Cake and Punch Reception** is suitable for mid morning, mid afternoon, as well as following an evening wedding. Usually, candies, cookies, and nuts are served too.

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## **Catering Our Wedding - Tips Page**

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### **Hors d'oeuvres and Meal Service Options:**

- **Served Hors d'oeuvres** are passed around to the guests by the servers.
- **Stationery Hors d'oeuvres** are placed on a table and guests serve themselves.
- **Sit-down service** is when the food is placed on plates in the kitchen and the plates are delivered to the guests while they are seated at their tables.
- **Russian or Table Side Style service** is where the servers brings the food and use service utensils, usually fork and spoon to serve each guest a portion of the entrée, a starch, and a vegetable.
- **Family Style** is when the food is served on platters and in bowls that are placed in the middle of the table for the guests to serve themselves.
- **Buffet style** is when the food is served on platters and in bowls and placed on serving tables. The guests are either served or serve themselves.

### **Notes and Comments:**

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

## Self Catered Buffet Worksheet

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Item	Amount to Feed 50	Amount to Feed 100
<b>Appetizers and snacks</b>		
Large bags tortilla chips,	4 3 lbs Bags	8 3 lbs Bags
Salsa, cheese sauce, guacamole etc.	6 cups each	12 cups each
Assorted dipping veggies	3 lb each kind	6 lbs each kind
Large bags potato chips,	4 2.5lbs Bags	8 2.5 lbs Bags
Various kinds of dips for veggies and chips	6 cups each	12 cups each
Assorted Cheese and a variety of crackers, on platters that are 18 inch or larger.	5 lbs. Cheese 10 Boxes crackers	10 lbs. Cheese 20 Boxes crackers
Nuts	3 lbs	6 lbs
<b>Salads</b>		
Lettuce	13 heads	25 heads
Caesar, Green or vegetable salad	10 qts.	20 qts.
Salad dressing	2 qts.	4 qts.
Cole Slaw salad	10 lbs.	20 lbs.
Potato salad, Macaroni salad	10 lbs.	20 lbs.
fruit salad	6 qts.	12 qts.
<b>Main Entries</b>		
Beef or meat	20 lbs.	40 lbs.
Ham	20 lbs.	40 lbs.
Hamburger	18 lbs.	35 lbs.
Hamburger patties	24 lbs. Before cooking	24 lbs. Before cooking
Meatloaf	12 lbs.	24 lbs.
Roast pork	20 lbs.	40 lbs.
Hot Dogs	13 lbs.	25 lbs.
Smoked ham thinly sliced	13lbs.	25 lbs.
Boiled boneless ham	10 lbs.	20 lbs.
Ribs of beef (raw)	100 - 2 per person	200 - 2 per person
Chicken Breast or boneless chicken	25 lbs.	50 lbs.
Chickens	25 - ½ per person	50 - ½ per person
Turkey - boneless	25 lbs.	50 lbs.
Lamb roast	25 lbs.	45 lbs.
Salmon	13 lbs. ¼ lb per person	25 lbs. ¼ lb per person
Our other menu ideas added below:		

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

## Self Catered Buffet Worksheet

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Item	Amount to Feed 50	Amount to Feed 100
<b>Vegetables</b>		
Baked beans	3 gal.	5 gal.
Beets	18 lbs.	33 lbs.
Potatoes for baked potatoes	50 – 1 per person	100 – 1 per person
Scalloped potatoes	3 gal.	5 gal.
Mixed vegetables	18lbs.	33lbs.
Corn	50 ears – 1 per person	100 ears -1 per person
Carrots	18lbs.	33lbs.
Generally, most vegetables per variety	18lbs.	33lbs.
<b>Breads</b>		
White Bread	5 loaves	10 loaves
Rye Bread	5 loaves	10 loaves
Sour Dough Bread	5 loaves	10 loaves
Pumpernickel Bread	5 loaves	10 loaves
Sour Dough Bread as soup bowl	25 round mini loaves	50 round mini loaves
Dinner Rolls	50 – 1 per person	100 – 1 per person
Hot dog or hamburger buns	50 – 1 per person	100 – 1 per person
<b>Condiments</b>		
Green olives or black olives	2lbs.	4lbs.
Pickles	2lbs.	4lbs.
Each, mayonnaise, mustard, ketchup	2lbs.	4lbs.
Salt and pepper shakers	1 set per table	1 set per table
Cranberry sauce	6 - 1lb. cans	12 - 1lb. cans
<b>Soup</b>		
Soup	5 gallons	10 gallons
<b>Dairy and Non-dairy (milk) Products</b>		
Butter or margarine	3 lbs.	6 lbs.
Cream cheese or cream cheese spreads	3 lbs.	3 lbs.
Cream or non-dairy cream	3 qt.	6 qt.
Milk	3 gal.	6 gal.
Whipping cream	3 qt.	6 qt.
Ice Cream or frozen yogurt	4 gallons	8 gallons
<b>Non-alcoholic beverages</b>		
Coffee or Decaf	3 lbs for a 50 cup urn	3 lbs for a 50 cup urn
Tea	50 bags	50 bags
Punch	4 gals	8 gals
Soda for VERY casual receptions	50 - 1 can per person	100 - 1 can per person

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

## Caterer or Self Provided Alcoholic and Non-alcoholic Drinks

Item	18 Drinks / Fifth	20 Drinks / Quart
Champagne		
Sparkling wine		
White Wine		
Red wine		
Beer		
Non alcoholic beer		
Club soda or Seltzer		
Tonic water		
Ginger ale		
Cola		
Lemon lime soda		
Root beer		
Diet soda		
Lemon juice		
Lime juice		
Grenadine		
Tomato juice		
Orange juice		
Grape juice		
Grapefruit juice		
Pineapple juice		
Cranberry juice		
Sparkling apple juice		
Sparkling grape juice		
Water		
Bourbon		
Brandy		
Gin		
Dark rum		
Light rum		
Scotch		
Dry sherry		
Sweet sherry		
Tequila		
Triple sec		
Dry vermouth		
Sweet vermouth		
ICE		
Coffee or Decaf	3 lbs for a 50 cup urn	3 lbs for a 50 cup urn
Tea	50 bags	50 bags
Punch	4 gals	8 gals
Soda for VERY casual receptions	50 - 1 can per person	100 - 1 can per person

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

## **Caterer or Self Provided Bar - Worksheet for Our Wedding**

**Liquor store information:**

Name of store: \_\_\_\_\_

Manager: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Web Site: \_\_\_\_\_ Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_

### **Person(s) responsible to place order:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Order placed on: \_\_\_\_\_ at: \_\_\_\_\_ O'clock. Order was taken at store by: \_\_\_\_\_

**Total Bill: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ paid by: Check number: \_\_\_\_\_ By Credit card: \_\_\_\_\_**

### **Person responsible to pick up order:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Order picked up on: \_\_\_\_\_ at: \_\_\_\_\_ o'clock and delivered to: \_\_\_\_\_

Items that need to be chilled: \_\_\_\_\_

Person(s) responsible for the bar including set-up, serving drinks and cleanup: \_\_\_\_\_

**Bartender Cost: \$ \_\_\_\_\_ per hour / per event. Corkage fee if any: \$ \_\_\_\_\_ Estimated. Total: \$ \_\_\_\_\_**

Person responsible to store opened bottles: \_\_\_\_\_ Phone: \_\_\_\_\_

Person responsible to return unopened bottles to store: \_\_\_\_\_ Phone: \_\_\_\_\_

Unopened bottles returned on: \_\_\_\_\_ at: \_\_\_\_\_ o'clock and accepted at store by: \_\_\_\_\_

**Refund in the amount of: \$ \_\_\_\_\_ issued by store on: \_\_\_\_\_ By check: \_\_\_\_\_ By Credit card refund: \_\_\_\_\_**

**Complete Bartender service includes all drinks for a wedding with \_\_\_\_\_ Adults, \_\_\_\_\_ Kids**

Package: includes \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Other options: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

## Hiring a Professional Caterer

### Finding the Right Caterer

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

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, yet followed up.

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

- ✓ The look and feel,
- ✓ That the information we were looking for was right there,
- ✓ That they were helpful yet not over selling,
- ✓ That they included clearly posted name, address, phone and Email contact

#### We plan to interview the following caterers:

Company Name: \_\_\_\_\_ Person in charge: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Web Site: \_\_\_\_\_ Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_

Company Name: \_\_\_\_\_ Person in charge: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Web Site: \_\_\_\_\_ Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_

Company Name: \_\_\_\_\_ Person in charge: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Web Site: \_\_\_\_\_ Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

## Catering Details - About Our Wedding

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### Information about the caterer we hired:

Name of Caterer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_ Person in charge: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Web Site: \_\_\_\_\_ Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Time of Day and Type of Reception: \*

**Midday / Lunch** Buffet: \_\_\_\_\_, Served meal: \_\_\_\_\_, Hors D'oeuvres: \_\_\_\_\_, Dessert: \_\_\_\_\_, Other: \_\_\_\_\_

**Afternoon** Buffet: \_\_\_\_\_, Served meal: \_\_\_\_\_, Hors D'oeuvres: \_\_\_\_\_, Dessert: \_\_\_\_\_, Other: \_\_\_\_\_

**Early Evening** Buffet: \_\_\_\_\_, Served meal: \_\_\_\_\_, Hors D'oeuvres: \_\_\_\_\_, Dessert: \_\_\_\_\_, Other: \_\_\_\_\_

**Late Evening** Buffet: \_\_\_\_\_, Served meal: \_\_\_\_\_, Hors D'oeuvres: \_\_\_\_\_, Dessert: \_\_\_\_\_, Other: \_\_\_\_\_

\*Details on OUR CATERING SPECIFICS WORKSHEET

### Style of Reception:

Black Tie / White Tie: \_\_\_\_\_, Formal \_\_\_\_\_, Semi-formal \_\_\_\_\_, Informal \_\_\_\_\_, Casual \_\_\_\_\_, Very Casual \_\_\_\_\_

We Would Like: \_\_\_\_\_ Menu

We Would also Like to add a vegetarian Menu: \_\_\_\_\_

Menu Idea 1 Offered By Caterer: \_\_\_\_\_

Menu Idea 2 Offered By Caterer: \_\_\_\_\_

Menu Idea 3 Offered By Caterer: \_\_\_\_\_

Other requests: \_\_\_\_\_

Date Ordered: \_\_\_\_\_ By whom: \_\_\_\_\_ Placed order with: \_\_\_\_\_ Receipt: \_\_\_\_\_

Contract Received on: \_\_\_\_\_ Signed By: \_\_\_\_\_ Title: \_\_\_\_\_ 3 Days rescission ends on: \_\_\_\_\_

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

## **Catering Details - About Our Wedding**

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### **Information for Caterer**

Number of adults: \_\_\_\_\_ Number of kids: \_\_\_\_\_ Number vendors requiring a meal: \_\_\_\_\_

Number of Guests with Special Needs: \_\_\_\_\_ Specifics: \_\_\_\_\_

Number of guests on Sugar Free diet: \_\_\_\_\_ Caterer may suggest alternatives: \_\_\_\_\_

Number of guests on Vegetarian diet: \_\_\_\_\_ Caterer may suggest alternatives: \_\_\_\_\_

Can you provide Wedding Cake(s) and baked goods? \_\_\_\_\_ What are your specialties? \_\_\_\_\_

A baked goods table is needed. Will you set up? Yes \_\_\_ No \_\_\_; Does bakery need to set up? Yes \_\_\_ No \_\_\_

Cake Cutting and Serving needed. Will you provide? Yes \_\_\_ No \_\_\_; Does bakery need to provide? Yes \_\_\_ No \_\_\_

Instructions: \_\_\_\_\_

Date Ordered: \_\_\_\_\_ By whom: \_\_\_\_\_ Placed order with: \_\_\_\_\_ Receipt: \_\_\_\_\_

### **Delivery and Set-up at Reception Location**

#### **Clean up and departure from Reception Location:**

**Deliver To the Reception Location at: (Name of venue)** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Web Site: \_\_\_\_\_ Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ By: \_\_\_\_\_ O'clock, Set-up to be Completed By: \_\_\_\_\_ Clean to be completed by: \_\_\_\_\_

### **Notes and Comments:**

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

## Information for Caterer about Our Wedding

<b>About Our Wedding And What We want</b>	<b>Caterer1</b>	<b>Caterer 2</b>	<b>Caterer 3</b>
We plan to have _____Guests			
Cost per adult – Regular diet			
Cost per adult – Vegetarian			
Cost per adult – Sugar Free			
Cost per adult – Kosher			
Cost per child – Kids menu			
Are hors devours and appetizers included?			
Is Bar tending Included?			
We plan to have a Formal wedding. Suggest menu, presentation and cost			
We plan to have a Semi-Formal wedding. Suggest menu, presentation and cost			
We plan to have an informal wedding. Suggest menu, presentation and cost			
We plan to have a very casual wedding. Suggest menu, presentation and cost			
Our wedding will be indoors Suggest menu, presentation and cost			
Our wedding will be outdoors Suggest menu, presentation and cost			
The reception will be at _____ o'clock Suggest menu, presentation and cost			
What are your specialties, your Signature menus?			
Do you suggest that the meal will be: Formal _____ Buffet _____ Sweets _____ Other _____ and Cost			
What is the differential between a sit down meal and a buffet?			
What size are your portions?			
Can you provide the wedding cakes and baked goods?			
Do you allow and serve food brought by others?			

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

## Our Wedding Specifics Worksheet - What to Serve When

### Information for Caterer

#### Hor D'oeuvres

What to serve – As per agreed upon **Menu:** \_\_\_\_\_

Where to serve – **Location:** \_\_\_\_\_

When to serve – Meal time from \_\_\_\_\_ to: \_\_\_\_\_ Other: \_\_\_\_\_

**No Hor D'oeuvres service needed at our wedding**

#### Beverage Bar

Set up Bar - **Location:** \_\_\_\_\_

When to serve – **Cocktail hour Time** from: \_\_\_\_\_ to: \_\_\_\_\_ **After the meal Time** from: \_\_\_\_\_ to: \_\_\_\_\_

**No bar service needed at our wedding**

#### Sit Down Served Meal

What to serve – As per agreed upon **menu:** \_\_\_\_\_

Where to serve – **Location:** \_\_\_\_\_

When to serve – **Time** from -to: \_\_\_\_\_

Time breaks between courses – for **wedding Activities:** Toasts, Dancing etc: from \_\_\_\_\_ to: \_\_\_\_\_

From \_\_\_\_\_ to: \_\_\_\_\_ from \_\_\_\_\_ to: \_\_\_\_\_ from \_\_\_\_\_ to: \_\_\_\_\_

#### Self Serve: General Buffet, or Theme Stations

What to serve – As per agreed upon **menu:** \_\_\_\_\_

Where to serve – **Set-up Location:** \_\_\_\_\_

When to serve – **Course** from: \_\_\_\_\_ to: \_\_\_\_\_ **Course** from: \_\_\_\_\_ to: \_\_\_\_\_

**Course** from \_\_\_\_\_ to: \_\_\_\_\_ **Course** from: \_\_\_\_\_ to: \_\_\_\_\_ **Course** from: \_\_\_\_\_ to: \_\_\_\_\_

#### Dessert Served

What to serve – As per agreed upon **menu:** \_\_\_\_\_

Serve **Dessert** from: \_\_\_\_\_ to: \_\_\_\_\_, Do not serve dessert. We prefer a Self Serve Dessert table.

What to serve – As per agreed upon **menu:** \_\_\_\_\_

Where to serve – **Set-up Location:** \_\_\_\_\_

When to serve – **Time** from -to: \_\_\_\_\_

**\*Bakery will provide and serve dessert**

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_ Wedding Date: \_\_\_\_\_

## Caterer - Costs Worksheet

### Caterer and Cake Costs

Payment For	Notes	Cost Each	Total Cost
Cost Per Adult		\$	\$
Cost Per Child		\$	\$
Cost Per Special Diet		\$	\$
Wedding Cake if ordered from caterer	Number of guests (slices)	\$	\$
Groom's Cake if ordered from caterer	Number of guests (slices)	\$	\$
Kid's Cake if ordered from caterer		\$	\$
Baked Goods if ordered from caterer		\$	\$
Cutting and Serving cake if needed		\$	\$
Wine Champagne and Liquor		\$	\$
Corkage fee		\$	\$
Bar tending		\$	\$
Open bar		\$	\$
Valet Parking attendants		\$	\$
Coat checkers		\$	\$
Supervising Staff		\$	\$
Chef(s) Each		\$	\$
Chef Helper(s) Each		\$	\$
Server(s) Each		\$	\$
Bar Tender(s) Each		\$	\$
Bus Boy(s) Girl(s)		\$	\$
Delivery charges		\$	\$
Set up charges		\$	\$
Packaging		\$	\$
Clean up charges		\$	\$
Overtime charges		\$	\$
Taxes		\$	\$
Gratuities		\$	\$
Other		\$	\$
<b>TOTAL</b>		\$	\$
<b>OUR BUDGET FOR CATERING</b>			
\$ _____			

**Notes and Comments:**

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

## Questions for the Caterer Manager

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Questions	Caterer 1	Caterer 2	Caterer 3	Notes
Are you available on our wedding date?				
May we have your business card, brochure and a rate sheet and explain?				
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 weddings?				
How many wedding clients have you served?				
Can you provide us with references we may contact?				
Can we set a date to sample your cooking? Your baking if applicable?				
Can we see portfolio(s) of events you have catered?				
What is your specialty, your signature menu?				
Can you bake our wedding cakes and baked goods?				
Will you provide us with various menu ideas and choices including menus for children?				
Will your catering be tailored to suit our wedding requirements?				
Do you have menus for special diets such as vegetarian, sugar-free or Kosher?				
If so, how long in advance do we need to provide the number of guests for each needed?				
Is there an additional charge for special diet requests?				
What is the latest time for making changes?				
How soon before the wedding do you prepare/cook?				
By when do you need the final count?				
Do you set and decorate the tables?				
How will the food be displayed?				
Do you provide the serving pieces coffee and tea urns etc...? Or do we have to? Which items?				
Does your crew's have set uniforms? Can you accommodate themes and time periods attire?				
Do you provide take home leftover food boxes?				
How soon before the wedding will you go over the menu and procedures with us?				
How many people will be assigned to our wedding? Your server to guest ratio is one server ____ guests.				
What do you charge for overtime?				
Do you charge for travel?				
How long before the reception will you set up?				
How much time do you need to set up?				
How much time do you need to clean up?				
Can we observe an affair you are catering?				

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

## Questions for the Caterer Manager

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Questions	Caterer 1	Caterer 2	Caterer 3	Notes
Do you have your own reception facility? Where?				
Can you do off site receptions? Is there an additional charge?				
Are you familiar with the requirements and restrictions at our wedding site?				
Does your contract include all of our responsibilities and all the rules, exclusions, options etc.?				
Does it include all of your responsibilities, warranties, and guarantees?				
When do we receive the written contract, signed and dated by the Caterer?				
Does your contract include a 3 days cancellation clause?				
What are your terms of cancellation after the 3 days?				
What assurances do you provide?				
What is your refund policy?				
Do you carry liability insurance, Health license				
Are you and the people assigned to our wedding insured and bonded?				
What happens if you back out?				
Do you have a backup plan and a backup person in case of the caterer's unforeseen emergency?				
Do you offer a choice of bridal packages?				
Do you offer VALUE ADDED wedding packages such as flowers, cakes, photography, etc.?				
Will you coordinate appropriate china, silverware and glassware to complement our wedding style?				
Can you provide furniture such as tables and chairs, chair covers and decorations, and coordinate appropriate lighting if needed.?				
Do you offer a sample order and order forms as well as detailed price sheets and available options?				
How much do you charge for overtime?				
Is bar tending included in the price?				
Are gratuities included in the price?				
Are taxes included in the price?				
What additional expenses can we expect?				
How much and by when will we need to give a deposit? What do we get for the deposit?				
When is the final payment due?				
Do you accept checks and credit cards?				
Do you and your people work well under pressure and with other service providers underfoot?				
Will you feed the other service providers?				
Can you accommodate us within our catering budget of \$ _____				

**Bride's Name:**\_\_\_\_\_ **Groom's Name:**\_\_\_\_\_ **Wedding Date:**\_\_\_\_\_

## Impressions Following the Interviews with the Caterer Manager

**On a scale of 1 – 5 (1 being the best 5 the least) they rated:**

Interview results	Caterer 1	Caterer 2	Caterer 3
Name:			
They have your own reception facility.			
They cater off site receptions.			
They are available on our chosen wedding day.			
They merit good references.			
They offer us what we want on our terms.			
They guarantee that once we place our order, we'll receive the catering services we ordered delivered in time for our reception.			
We were happy with the customer service we received.			
We were happy with the foods we tasted.			
We liked the pictures in their portfolio.			
We liked the original, creative presentations.			
They seem energetic.			
They were courteous.			
They were accommodating.			
They were helpful.			
They are a real company running a real business, full time.			
Their prices are competitive.			
They offer full description of their services including: their food serving crew, bartenders, cake service, table setting etc.			
They offer SATISFACTION GUARANTEE and provisions for unsatisfactory food, and or service.			
We feel comfortable working with them.			
We checked out their reputation by contacting others.			
We are satisfied.			

**Based on our interview**

Our First choice  
is \_\_\_\_\_

Our Second choice  
is \_\_\_\_\_

Our Third choice  
is \_\_\_\_\_

**Notes and Comments:**

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

## Caterer Contract Checklist Worksheet

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: \_\_\_\_\_

Catering Contract includes the date: Yes: \_\_\_\_\_ No: \_\_\_\_\_ and appropriate signature(s): Yes: \_\_\_\_\_ No: \_\_\_\_\_

Catering Contract specifies total payment due: Yes: \_\_\_\_\_ No: \_\_\_\_\_ we agree: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Total amount of deposit and date made: Yes: \_\_\_\_\_ No: \_\_\_\_\_ what we get for the deposit: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Method of payment accepted: Check Yes: \_\_\_\_\_ No: \_\_\_\_\_ Credit card: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Which credit: card \_\_\_\_\_

Total amount of balance due Yes: \_\_\_\_\_ No: \_\_\_\_\_ By when: Yes: \_\_\_\_\_ No: \_\_\_\_\_

### The contract specifies the following dates:

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

### The Contract includes:

- ✓ Caterer's full company name, owner or manager's name, complete address: Yes \_\_\_\_\_ No \_\_\_\_\_
- ✓ Caterer's complete contact information including phone number(s), fax, Email: Yes \_\_\_\_\_ No \_\_\_\_\_
- ✓ Caterer's emergency contact information: person to contact and phone number(s) Yes: \_\_\_\_\_ No: \_\_\_\_\_
- ✓ Full details about every item and entire menu we ordered Yes: \_\_\_\_\_ No: \_\_\_\_\_
- ✓ Full details about every good and service provided by the Caterers Yes: \_\_\_\_\_ No: \_\_\_\_\_
- ✓ Names of all Caterer employees 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 and refund policy should we cancel after the 3 days grace period: Yes: \_\_\_\_\_ No: \_\_\_\_\_
- ✓ Full cancellation policy and procedures if the Caterer cancels Yes: \_\_\_\_\_ No: \_\_\_\_\_ We agree Yes: \_\_\_\_\_ No: \_\_\_\_\_
- ✓ Disclosure about Caterer's guarantees: Yes: \_\_\_\_\_ No: \_\_\_\_\_ That they are insured and bonded: Yes: \_\_\_\_\_ No: \_\_\_\_\_

We agree with, signed and dated the contract on: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**Bride's Name:**\_\_\_\_\_ **Groom's Name:**\_\_\_\_\_ **Wedding Date:**\_\_\_\_\_

## **Notes and Comments**