

## Good For You Gourmet Catered Event Planner

### Overview

Event Clients Name & Contact	Clients: Address: Phone/Cell: Email:
Date of Event	Weekday/Weekend: _____, 2016/2017
Hours of Event	_____ AM/PM - _____ AM/PM
Address of Event Contact People & Phone numbers	Event Address: On site Staff: Event Phone/Cell:
Hours of Event Site Operation	Check in: _____ Check out: _____ *will there be site staff on duty, available to assist?
Event Site Facilities	Confirm that all equipment operational: oven/stoves/fridges/sinks? Garbage/Compost/Recycling services provided?
Decorations/Sound	These duties are not performed by GFYG staff. However, we advise clients to find out when volunteer or hired helpers may arrive to set up, and how they will access facility. <i>Keys/security codes?</i>
Guest tables & chairs set up	These duties not performed by caterer unless specifically requested to do so in advance, in which case additional staff hours would require cost increase.  We advise that clients find out well in advance when their volunteers or hired helpers may arrive to set up, and how they will access facility. <i>Keys/security codes?</i>
On-site Meal Prep Access	For larger events, most prep will be done off site, with final prep conducted on site. Caterer may arrive 2-4 hours before event start time to begin final prep, and will require site access.
Speakers & Presentations	Organize your speakers and presentations to coincide with service times: delegate this to your MC!
Service End Times	Caterer will arrange for staffing to comfortably clean up by 2 hours after service start time

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### Menu & Service Options

<p>Budget, Other Costs &amp; Booking</p>	<p>More than any other factor, budget will shape the options available for your event: <i>know your price range!</i></p> <p>\$____ - \$____/per person          Plus GST and 15% gratuity          50% deposit required to book event          Travel Fees &amp; Overnight charges may apply, based on location and if accommodations are required.</p>	<p>*Elaborate menus, highly customized service, and smaller group sizes mean higher cost per guest, or switch to a base fee plus tax, gratuity and groceries</p>
<p>Beverages          Start Time:          End Time:</p>	<p>Cold: many options available          Hot: Coffee/Tea, Fair Trade, herbal with organic cream and sugar *available the whole time, or just after dinner?</p>	<p>*see caterers menus online for more details</p>
<p>Appetizers          Start Time:          End Time:</p>	<p>How many meat?                      Vegetarian?          Seafood?                                  Vegan?</p> <p>Any special dietary requests: gluten, dairy?  <i>*any anaphylactic issues?</i></p>	<p>*see caterers menus online for more details</p>
	<p>Remember to schedule for your own Presentations or Activities!</p>	
<p>Main Meal          Start Time:          End Time:</p>	<p>1) Buffet, hot chafers/cold salads/trays/baskets          2) Plated individually portions plated and served</p>	<p>*Buffet more cost effective</p>
<p>Dessert(s)          Start Time:          End Time:</p>	<p>1) Buffet style, self serve platters/trays          2) Single Portions individual parfait glasses/plates          3) Plated, portioned and served by staff</p>	<p>*affects rentals req'd          *see caterers website</p>
	<p>*Caterers pricing will include set up of food service areas, food service for set time frame, and clean up.</p>	

