

Good For You Gourmet Catered Wedding Planner for 2024

Event Clients Name Home Address & Contact Info	Clients Name/Event Organizer: Home address: NYK Phone/Cell: Email: Bride & Groom Names with phone numbers: Phone/Cell: Email: Phone/Cell: Email:
Date of Event	Weekday/Weekend, 2024:
Hours of Event and suggested event plan timeline	X-X PM Non-Alcoholic Cold Beverage(s), available from start to finish X-X PM Ceremony on/off site X-X PM Reception Food & Beverages, self serve OR passed by GFYG X-X PM Champagne Toast if desired by B&G X-X PM Buffet Dinner one hour service, served & cleaned up by GFYG X-X Hot Coffee & Tea, just with dinner and/or dessert? X-x PM Alcoholic Beverages, Red and/or White Wine with dinner X-X PM Wedding Cake Cutting &/or Dessert served/self server or plated? X-X PM GFYG staff bus/clean up by X PM, staff off site by X PM
Address of Event Contact People & Phone numbers	Event Address: Contact Person(s) on site: Site Phone:
Hours of Event Service & GFYG Team Hours	Team 1 arrives at X AM/PM (1-2 hrs before cold beverages/reception) Team 2 arrives at X-X PM (1-2 hour before Buffet served) All staff on site until event completion: off site ~ 2 hours after buffet end time
Event Site Facilities, Buffet Tables & Linens, Rentals required?	Confirm that all equipment operational: oven/stoves/fridge on site. Hot & Cold running water, dish washing and hand washing stations; accessible refrigeration and freezer; garbage, recycling and compost receptacles on site? Find out if tables, chairs, plate ware, cutlery glassware & linens available on site. Ff rentals required, delivery the day before or morning of event for set up by clients set up Team
Decorations/Sound	Client provides all set up/decorating set up & take down, sound/music Color Theme?
Guest tables & chairs set up	Client provides all set up and decorating set up & take down of guests tables on day before, or morning before event GFYG will create a list of rentals required for menu selected, and add rentals to quote confirm delivery fee with Pedersens, based on location
Meal Prep & Access	For larger events, most prep will be done off site day before event, with final prep conducted on site day of event. Caterer may arrive 2-4 hours before event start time to begin final prep, and will require access to site kitchen at this time.
Speakers & Presentations	Organize your speakers and presentations to coincide with service times: delegate this to your MC!

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Service End Times	Caterer will arrange for staffing to comfortably clean up by 2 hours after service start time: another 30-60 minutes or so to be ready to depart site.
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Menu & Service Plan

Budget, Other Costs & Booking	More than any other factor, budget will shape the options available for your event: <i>know your price range!</i> \$XX/per person x XXX Guests Plus GST, 12-15% gratuity, and cost of rentals 'Save the Date' deposit of ~25% to secure the date 2nd deposit of 25% due when menu & service plan approved, Travel Fees & Overnight charges may apply, based on location and if accommodations are required.	*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
Beverages Start Time: End Time:	Cold: infused Ice Water/Ice Tea/see GFYG non alcoholic beverage menu for options Hot: Coffee/Tea, Fair Trade coffee and Herbal Teas with organic cream and sugar <i>*avail the whole time, or served with dinner, or only served with dessert?</i>	Punch Decanter 3 gal Punch Cups x XX Coffee: 30/50/100 c Hot Water Boiler/Tea Milk/Cream jug x 2 Sugar Bowls, spoons
Canapes/Appies Start: X PM End: X PM	1: 2: 3: 4: Special diet? Vegan/GF/seafood/nuts/dairy/other?	Add appy plates & cutlery to rentals list if not avail at event site Cocktail napkins
Dinner Buffet/Plated Start: X PM End: X PM	Select from Buffet Menu: mix & match as desired for custom menu Wine with dinner: red &/or white? provided by client, or using bartender? Assistance required with service and/ or bussing?	Dinner Plates, K&F Water Glasses x X Wine Glasses x X
Dessert(s) Start Time: End Time:	Client providing dessert, OR GFYG? Assistance required with serving clients cake or desserts?	Cake plates, forks Cocktail napkins

Chef Laura is available to assist you with your event planning: call or text her during regular business hours, and lets chat! Call or text Chef Laura at 250.514.1544



**Good For You
Gourmet**