

Good For You Gourmet Catered Larger Wedding/Event Planner

Event Clients Name & Contact	Client Name/Booking Agent: Client Home/Office Address: Home/Office Phone: Mobile: Email:
Date, Event Start & End Times	Weekday/Weekend: _____, 2016/2017/2018 _____AM/PM - _____AM/PM
Guests	Total Headcount: _____ Adults x _____ Youths (age 12-18) x _____ Children (5-11) _____ Baby/Toddlers (up to age 4) n/c
Event Site Info	Event Address: Event Contact Person(s): Event Site Phone: Check in:                      Check out:  *some venues provide on site staff, to help with set up/service/ bussing/clean up: if so, need to know details of hours/duties *daily clean up provided by venue: garbage/laundry/recycling
Location Concerns	Special directions? Traffic, construction, ferry schedules, etc.
Event Site Facilities	Confirm that all equipment operational: oven/stoves/fridges/ sinks? Garbage/Compost/Recycling services provided?
Decorations, Service set up	These duties not performed by caterer unless specifically requested in advance and included in contract. We suggest clients plan well in advance for when hired helpers or volunteers arrive for setup, and how they access the facility. Keys/security codes?
On site Food Prep & Access	For larger events, (75 plus guests) most prep will be done the day before event, with final prep conducted on site on the day of the event. Caterer will arrive 3-4 hours before meal to finalize prep, and will require access to kitchen facilities.
Speakers & Presentations	Organize the timing of speakers and presentations to coincide with food service times: delegate this to your MC!

## Good For You Gourmet Catered Larger Wedding/Event Planner

### Menu Plan Worksheet

Menu Item	Clients Requests/Choices	Service Supplies/Rentals						
Budget, Other Costs & Booking	<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 X _____ of Guests, plus GST and 18% gratuity 50% deposit required to book event Travel Fees &amp; Overnight charges may apply, based on location &amp; accommodations if 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>						
Appetizers Serve @ ____ PM	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1)</td> <td style="width: 50%;">4)</td> </tr> <tr> <td>2)</td> <td>5)</td> </tr> <tr> <td>3)</td> <td>6)</td> </tr> </table> <p>How many meat?                      Vegetarian? Seafood?                                  Vegan?</p> <p>Any special dietary requests: gluten, dairy? <i>*any anaphylactic issues?</i></p>	1)	4)	2)	5)	3)	6)	Appy plates Dessert Forks Cocktail Napkins Clothe Napkins
1)	4)							
2)	5)							
3)	6)							
Beverages Serve @ ____ PM	<p><u>Cold:</u> Punch, Infused Ice Waters, bottled Juice/Pop</p> <p><u>Hot:</u> Coffee/Decaf Coffee/Black Tea/Herbal Tea</p> <p>Organic 2% Milk; Organic 10% Cream, Turbinado Sugar, Local/Natural Honey</p> <p><u>Alcoholic:</u> Wine/Beer/Mixed Drinks</p>	Punch Bowl & Cups x____ Coffee Perc: 30, 50 cup Hot Water Boiler for tea <p>Milk decanters Sugar Bowls, spoons</p> <p>Wine/Beer Glasses</p>						

Good For You Gourmet Catered Larger Wedding/Event Planner

<p>Main Meal</p> <p>Serve @ ___ PM</p>	<p>___% meat, ___% seafood, ___% vegan/veg</p> <p>Special dietary requests: gluten-free? dairy free? <i>any anaphylactic issues?</i></p> <p><u>Starter(s):</u></p> <p><u>Meat Entree:</u></p> <p><u>Veg/Vegan Entree:</u></p> <p><u>Side Veggies:</u></p> <p><u>Side Starch(es):</u></p> <p><u>Salad(s)</u></p> <p>Service style: 1) Buffet, hot chafers/cold salads/trays/baskets, OR; 2) Plated, individual portions plated and served, OR 3) Family or Long Table style</p>	<p><u>Service Ware:</u></p> <p>Chafers &amp; Inserts Cutlery: K/F/S, DF Plates: Dinner/Luncheon Glassware: Water, Coffee/Tea</p> <p>Baskets &amp; Linen Liners Salad Bowls &amp; Tongs</p> <p>*Buffet style most cost effective</p>
<p>Desserts</p> <p>Serve @ ___ PM</p>	<p>Provided by caterer: plated, or platters? Provided by client: help with service?</p>	<p>Platters/dessert plates Napkins, Forks</p>

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**

We take the work out of eating well.