

Good For You Gourmet Catered Private Lunch/Brunch/Dinner Party Event Planner

Event Clients Name & Contact	Client Name: Home/Work Address: Phone/Cell: Email:
Date of Event	Weekday/Weekend: _____, 2021/22
Service Style	Full Service (set up, serve, clean up)
Hours of Event	X PM - X PM
Address of Event Contact People & Phone numbers	Event Address: On site Staff: Event Phone/Cell:
Hours of Event Site Operation	Check in: X PM to unpack/set up 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

Menu Plan Worksheet

Menu Item	Clients Requests/Choices	Service Supplies/Rentals
Budget, Other Costs & Booking	More than any other factor, budget will shape the options available for your event: <i>know your price range!</i> \$/per person X ___ Guests, plus GST and 15-18% gratuity 50% deposit required to book event Travel Fees & Overnight charges may apply, based on location & accommodations if 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
Appetizers Serve from ___ PM - ___ PM	1) 2) How many meat? Vegetarian? Seafood? Vegan? Any special dietary requests: gluten, dairy? <i>*any anaphylactic issues?</i>	Appy plates Dessert Forks Cocktail Napkins Clothe Napkins

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<p>Beverages (non- alcoholic)</p> <p>Serve from ___ PM - ___ PM</p>	<p><u>Cold:</u> Punch, Iced Herbal Teas, Cucumber/Mint, or Citrus infused Ice Waters, bottled natural Juice/Spritzers</p> <p><u>Hot:</u> Fair Trade Coffee/Decaf Coffee/ Black Tea/Herbal Tea</p> <p>Organic 2% Milk; Organic 10% Cream, and Turbinado Sugar Local/Natural Honey</p> <p><u>Alcoholic:</u> Wine/Beer/Mixed Drinks</p>	<p>Punch Bowl & Cups x___ Coffee Perc: 30, 50 cup Hot Water Boiler for tea</p> <p>Milk decanters Sugar Bowls, spoons</p> <p>Wine/Beer Glasses</p>
<p>Main Meal</p> <p>Serve from ___ PM - ___ PM</p>	<p>Main Entree: Veg Entree: Side Veg: Side Starch: Salad: Salad:</p> <p>Service style: 1) Buffet, hot chafers/cold salads/trays/baskets, OR; 2) Plated, individual portions plated and served</p>	<p><u>Service Ware:</u> Chafers & Inserts Cutlery: K/F/S, DF Plates: Dinner/Luncheon Glassware: Water, Coffee/Tea</p> <p>Baskets & Linen Liners Salad Bowls & Tongs *Buffet style more cost effective</p>
<p>Desserts</p> <p>Serve from ___ PM - ___ PM</p>	<p>Provided by caterer: plated, or platters? Provided by client: help with service?</p>	<p>Platters/dessert plates Napkins, Forks</p> <p>Color Scheme?</p>

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



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