

## Good For You Gourmet Catered Private Dinner Planner

### Overview

Contact Info	Client Name/Booking Agent: Client Home/Office Address: Home/Office Phone#: Mobile: Email:
Date & Hours of Event	Weekday/Weekend: _____, 2015/2016/2017 _____ AM/PM - _____ AM/PM
Guests	Total headcount: _____ Adults x _____ Youths (age 12-18) x _____ Children (5-11) x _____ Baby/Toddlers (up to age 4) n/c
Event Site Info	Event Site Address: Event Site Contact Person(s): Event Site Phone Number: Check in: _____ Check out: _____  *will there be someone on site, available to assist?
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 on site.
On-site Meal Prep Access	For smaller events, (30 or less guests) prep will be done ON site unless otherwise requested when quote first requested. Caterer may arrive 3-5 hours before event start time to prep, and will require site access. *Off site prep is available, though will result in an increase to event cost.
Service End Times	Caterer will arrange for staffing to comfortably clean up by 2 hours after service start time.

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Menu Plan Worksheet & Service Options

<p>Budget, Other Costs &amp; Booking</p>	<p>Perhaps 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, special dietary requests, and smaller group sizes translate into higher cost per guest, or switch to a base fee plus tax, groceries and gratuity</p>
<p>Appetizers          Start @ ____          End @ ____</p>	<p>___% meat, ___% seafood, ___% vegan/veg          Any special dietary requests: gluten, dairy? <i>*any anaphylactic issues?</i>  <u>Appetizers:</u>          1)          2)          3)          4)          5)          6)</p>	<p>Appetizer Plates x ____          Appetizer Forks x ____          Cocktail Napkins x ____</p>
<p>Beverages          Start @ ____          End @ ____</p> <p>Start @ ____          End @ ____</p> <p>Start @ ____          End @ ____</p> <p>Start @ ____          End @ ____</p>	<p><u>Cold:</u> Punch, Infused Ice Waters, bottled Juice/Pop</p> <p><u>Hot:</u> Fair Trade Coffee/Decaf/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>	<p>Punch Bowl &amp; Cups x ____</p> <p>Coffee Perc: 30 cup          Hot Water Boiler for tea</p> <p>Milk decanters          Sugar Bowls, spoons</p> <p>Wine/Beer Glasses</p>

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<p>Main Meal</p> <p>Serve @ ____</p> <p>Serve @ ____</p>	<p>___% meat, ___% seafood, ___% vegan/veg  Special dietary requests: gluten, dairy?  <i>*any anaphylactic issues?</i></p> <p><u>Starter(s):</u></p> <p><u>Main Entree:</u></p> <p><u>Veg/Vegan Alt Entree:</u></p> <p><u>Side Veggies:</u></p> <p><u>Side Starch:</u></p> <p><u>Salad(s)</u></p>	<p><u>Service Ware:</u>  Cutlery: K/F/S, DF  Plates: Dinner/Luncheon</p> <p><u>Linens:</u>  Tablecloths  Napkins, cloth or paper?  Color?</p> <p>Baskets &amp; Linen Liners  Salad Bowls &amp; Tongs</p>
<p>Dessert</p> <p>Serve @ ____</p>	<p>Provided by caterer: plated, or platters?  Provided by client: help with service?</p>	<p>Platters/dessert plates  Napkins, Forks</p>
	<p>*Caterers pricing will include set up of food service areas only, food service for event time frame, and post event clean up.</p>	

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

For more information about whole foods catering and other services offered through the Good For You Gourmet, visit [www.gfyg.ca](http://www.gfyg.ca), call or text Chef Laura at 250.514.1544



Good For You  
**Gourmet**

We take the work out of eating well.