

Good For You Gourmet Catered Wedding Planner for 2020/2021

Event Clients Name Home Address & Contact Info	Clients Name: Address: Phone/Cell: Email:
Date of Event	Weekday/Weekend, 2020/2021
Hours of Event and suggested event plan timeline	X PM Ceremony , completed around X AM/PM, break for wedding photos XX Reception , Beverages & Snacks, wedding party photos until Xx PM XX Appetizers Buffet , served & cleared by GFYG staff XX Dinner Buffet , served/kept stocked by GFYG staff XX GFYG staff clear buffet , bus/clean up by Xx PM, off site by X PM
Address of Event Contact People & Phone numbers	Event Address: Contact Person(s) on site/event organizer: Site Phone: NYK
Hours of Event Service & GFYG Team Hours	Team 1 arrives at X PM (X hour before/after ceremony, Xx hours before event start time). Team 2 arrives at X PM, one hour before appetizers served at X. All staff on site until event completion ~ Xx PM, off site by X PM.
Event Site Facilities, Buffet Tables & Linens, Rentals required?	Confirm that all equipment operational: oven/stoves/fridge on site. Hot & Cold running water, Garbage, Recycling and compost receptacles on site? Find out if tables, plate ware, cutlery & linens available on site If rentals required, delivery the day before or morning of event for set up
Decorations/Sound	Client provides all set up and decorating set up & take down, and take care of sound/music
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!
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	<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 _____ Guests Plus GST and 15-18% gratuity, based on service 50% deposit required to book event Travel Fees & Overnight charges may apply, based on location and if accommodations are required.</p> <p>Special diet? GF/Vegetarian, allergies...</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>
Beverages Start Time: End Time:	<p>Cold: infused ice water(s), punch, see Tapas Menu</p> <p>Hot: Coffee/Tea, Fair Trade, herbal with organic cream and sugar *available the whole time, or just after dinner?</p> <p>Client serving Wine & Cocktails at Wine Bar, and/or at Guest Tables?</p>	<p>Punch Bowl & Cups Coffee Perc: 30/50 c Hot Water Boiler/Tea</p> <p>Milk decanters x 2 Sugar Bowls, spoons</p> <p>Wine/Beer Glasses</p>
Appetizers Start: End:	<p>1: 2: 3:</p>	<p>Add appy plates & cutlery to rentals list if not available at event site</p>
Main Meal Start Time: End Time:	<p>1st Main: 2nd Main: Side Veg #1: Side Veg #2: Side Starch: Salad #1: Salad #2:</p>	<p>Tables, table cloths Add dinner plates, cutlery & glassware to rentals list if n/a at event site</p> <p>Baskets w/Linen Liners, napkins Salad Bowls & Tongs</p>
ADD ons...	<p>Any special foods required: for example, specific foods for children, or special dietary requests?</p>	
Dessert(s) Start Time: End Time:	<p>Client ordering & serving cake, OR GFYG provides & serves? Or, recommend Wildfire Bakery</p>	<p>Add dessert plates & cutlery to rentals list if not available on site</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**