

Good For You Gourmet Catered Event Planner: Wedding/Larger Events

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 site staff on duty, 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?
Decorations, Guest tables & chair set up	These duties not performed by caterer unless specifically requested to do so in advance, in which case additional staff hours would require cost increase. We advise that clients plan well in advance when their volunteers or hired helpers will arrive to set up, and how they will access facility. <i>Keys/security codes?</i>
On-site Meal Prep Access	For larger events, (75 plus guests) most prep will be done off site on the day before event, with final prep conducted on site on the day of the event. Caterer may arrive 2-4 hours before event start time to begin final prep, and will require site access.
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.

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Menu Plan Worksheet & Service Options

<p>Budget, Other Costs & 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 & Overnight charges may apply, based on location and if accommodations are required.</p>	<p>*Elaborate menus, highly customized service, special dietary requests, and mid-size groups (30-60/75 guests) will translate into higher cost per guest.</p>
<p>Appetizers Start @ ____ End @ ____</p>	<p>____% meat, ____% seafood, ____% vegan/veg Any special dietary requests: gluten, dairy? *any anaphylactic issues? <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 @ ____ Start @ ____ End @ ____ Start @ ____ End @ ____ Start @ ____ End @ ____</p>	<p><u>Cold:</u> Punch, Infused Ice Waters <u>Hot:</u> Fair Trade Coffee/Decaf/Black Tea/Herbal Tea Organic 2% Milk; Organic 10% Cream, Turbinado Sugar, Local/Natural Honey <u>Alcoholic:</u> Wine/Beer/Mixed Drinks</p>	<p>Punch Bowl & Cups x____ Coffee Perc: 30 cup Hot Water Boiler for tea Milk decanters Sugar Bowls, spoons 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 Entree:</u></p> <p><u>Side Veggies:</u></p> <p><u>Side Starch(es):</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 & Linen Liners Salad Bowls & Tongs</p>
<p>Desserts</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, call or text Chef Laura at 250.514.1544



Good For You
Gourmet

We take the work out of eating well.