

Good For You Gourmet Catered Small/Medium Wedding/Event Planner

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| Event Clients Name & Contact | Client Name: Client Home: Home & Mobile: Email: |
| Date, Event Start & End Times | Weekday/Weekend: _____, 2018 Arrive for set up: |
| Guests | Total Headcount: guests Adults x _____ Youths (age 12-18) x _____ Children (5-11) x _____ 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 in advance of providing quote *for multiple day events, its important to know if daily clean up provided by venue staff: emptying of garbages, etc. |
| Location Concerns | Special directions? Traffic, construction, ferry schedules, etc. *Travel fees, and overnight charges will apply to events being catered at remote locations, with all GFYG staff accommodation and meals costs covered by client |
| 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! |

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| <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 & Inserts Cutlery: K/F/S, DF Plates: Dinner/Luncheon Glassware: Water, Coffee/Tea</p> <p>Baskets & Linen Liners Salad Bowls & Tongs</p> <p>*Buffet style most cost effective</p> |
| <p>Wedding Cake serve @ ___ PM</p> | <p>Provided by caterer, Wildfire Bakery, other? Help with cutting and serving/ plated, or self serve platters?</p> | <p>Platters/dessert plates Napkins, Forks</p> |
| <p>Desserts Serve @ ___ PM</p> | <p>Provided by caterer, Wildfire Bakery, other? Help with cutting and serving/ plated, or self serve platters?</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

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| <p>Payment options</p> | | |
| <p>Interbank transfer: use this email address, cheflaura@gfyg.ca</p> | <p>Cheque: send to, The Good For You Gourmet c/o Chef Laura Moore #206-125 Wilson Street Victoria, B.C. V9A 6X1</p> | <p>PayPal and International Money Orders may also be arranged, with all service charges paid by client</p> |

*GFYG is not yet set up to accept payment via credit cards



Good For You
Gourmet

We take the work out of eating well.