

# Event Management

## - - Catering Worksheet- -

### Vendor Information

Name of caterer:  
Contact person:  
Phone number:  
Alternate contact:  
Alternate phone:  
"Day of" phone:  
Cell phone:  
Fax number:  
Email:  
Other:

### Things to ask:

Cancellation Policy:	Yes	No
Deposit required:	Yes	No
Deposit due date:		
Catering certificate:	Yes	No

### Checklist

Completed      Date:

Choose dining format (reception, dinner, etc.)  
Estimate guest count  
Get estimate/proposals:  
Choose caterer:  
Ensure caterer has adequate insurance  
Establish purchase order/BPO #  
Setup tasting  
Choose menus  
Contract signed  
Deposit paid:  
Finalize menus  
Discuss special menu needs (kosher, low fat, vegetarian)  
Head count guarantee/seating  
Grand total:  
Balance paid:

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## Notes / Suggestions

### **Catering/menu/contract details:**

- Read BEO (banquet event order) carefully to ensure it reflects all details of your order, including date of event, timing of service, deposit requirements, billing, cancellation policies and gratuity percentage.
- Food prices are often quoted “plus plus” – the service and the sales tax – meaning those figures are not calculated in the price per person and must be added in to the overall cost.
- When you provide the catering guarantee, be conservative. The average no-show rate is 10%.
- Most caterers build a plus-or-minus percentage overage (often 3-5%) into the guarantee.
- Give the banquet manager a copy of your program and walk through the timing with them.

### **Menu planning:**

- Provide a variety of foods, and always offer vegetarian/healthy selections. Be mindful of possible allergies and offer options.
- Be mindful of cultural preferences for international guests.
- When serving sodas, offer regular, diet, and caffeine-free. For coffee service, provide 70% regular and 30% decaffeinated.
- Make sure hors d'oeuvres or finger foods can be eaten in one or two bites easily, or ask for mini versions.
- Make sure eating utensils are provided when appropriate – some guests prefer to eat even finger foods with utensils.
- Do not trim budgets by reducing the quality of food or number of wait staff – instead consider alternatives to expensive items.
- For pre-meal cocktail hours, 4–6 hors d'oeuvres per person per hour is adequate. For receptions, plan on 5-7 pieces per person per hour, plus a stationary display or two. For each subsequent hour, decrease the number of pieces.

### **Staff guidelines:**

- Need one server for every 15 people for sit-down meals (if quick service is required, pay extra for one server for every 10 people).

### **Setup/service:**

- Need one double-sided buffet line for every 75-100 people.
- Have beverage service ready 30 minutes prior to the start of event, with food ready 15 minutes prior, to avoid quality deterioration.
- Recommend no catering service during your program – if appropriate, have wait staff leave carafes of coffee or beverage on tables.
- Check caterer's kitchen and water requirements to verify venue has facilities and can accommodate - may need to modify menu.