

Things to Remember – Catering Workbook

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Catering Recap:

Getting Started – preliminary advice:

- Your menu sets the tone for the entire affair
- Consider your guests
- Be original
- Make it tasty
- Mind your budget

Finding the Right Caterer:

- Do your research – consult Elegala.com for preferred caterers at your facility or in your area
- Meet and greet – set up consultations with top choices
- Ask the right questions – and get the information you need
- Sign on the dotted line – review your contract

Select your Serving Style – choose between:

- Seated Meal – guests seated and served by wait staff; most traditional
- Buffet – guests select food from one long table or strategic stations
- Passed Tray – no full meal - guests feast on appetizers; appropriate for afternoon or early evening affair

Create your Menu – Creative Ideas and Trends:

- Go Ethnic – treat your guests to a culinary trip around the world
- Comfort Food with a Twist – chic versions of down home favorites
- Reflect a theme – serve a seasonal, regional or even color-inspired menu
- Appetizers and Cocktails – forget the meal and go with eye-catching apps and signature drinks
- Fondues and Fountains – indulge in the chocolate fountain or cheese fondues

My Catering Planner

Menu Notes:

- Time of Day/Type of meal (breakfast, lunch, dinner etc.): _____
- Formality of Event: _____
- Serving Style: (seated, buffet, passed-tray): _____
- Approximate Number of guests to feed: _____

Menu Selection:

- Appetizers I'd like to serve: _____
- Entrees I'd like to serve: _____
- Sides I'd like to serve: _____
- Desserts I'd like to serve: _____
- Beverages I'd like to serve: _____
- Other Menu Ideas: _____

Potential Caterers

Caterer 1

Contact Name _____

Appointment Date and Time _____

Address _____

Telephone _____

Email _____

Website _____

Notes: _____

Caterer 2

Contact Name _____

Appointment Date and Time _____

Address _____

Telephone _____

Email _____

Website _____

Notes: _____

Caterer 3

Contact Name _____

Appointment Date and Time _____

Address _____

Telephone _____

Email _____

Website _____

Notes: _____

Caterer 4

Contact Name _____

Appointment Date and Time _____

Address _____

Telephone _____

Email _____

Website _____

Notes: _____

Caterer Final Selection

Contact Name _____

Address _____

Telephone _____

Email _____

Website _____

Notes: _____

Proposal: _____

(note - save and attach final copy of contract with this document)

Total Cost: _____

(make sure this includes all discussed services and fees)

Deposit \$ _____ Date Sent: _____

Balance \$ _____ Due Date: _____

Cancellation/refund policy: _____

Final Catering Package Includes: _____
