

CATERING WORKSHEET

Vendor Information

Caterer _____
 Contact person _____
 Phone number _____
 Alternate contact _____
 Alternate phone _____
 "Day of" phone _____
 Cell _____
 Fax _____
 E-mail _____
 Banquet captain _____
Things to ask:
 Cancellation policy Yes No
 Deposit required Yes No
 Deposit due date / /
 Insurance certificate Yes No
 Liquor license Yes No
 Service rate (gratuity) _____
 Tax rate _____
 Overage percentage _____

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. Ask what their overage is.
- Give 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. Note preferences of key dignitaries and be mindful of cultural preferences for international guests.
- Offer beverage options when possible (caffeine-free, diet, water). 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 finger foods with utensils.
- Do not trim budgets by reducing the quality of the food or the number of wait staff. Instead consider alternatives to expensive items.
- For pre-meal cocktail hours, four to six hors d'oeuvres per person per hour is adequate. For receptions, plan on five to seven pieces per person per hour, plus a stationary display or two. For each subsequent hour, decrease the number of pieces.

Alcohol

- If admission fees or money is exchanged at an event, including a tip cup, the personnel pouring the alcohol must have a liquor license.
- Offer both white and red wine.
- Generally allow 2.5 glasses of wine per person. On average, there are 5 glasses in a bottle and 12 bottles in a case.
- If students are attending an event where alcohol is served, plan to check identification at bars. Consult the campus alcohol policy.
- Always serve food when alcohol is served, but be mindful of what is served – salty snack foods encourage dehydration.

Staffing

- One bartender is needed for every 75 to 100 people.
- One server is needed for every 15 people for sit-down meal (if quick service is required, pay extra for one server for every 10).

Setup/service

- One double-sided buffet line is needed for every 75 to 100 people.
- Have beverage service ready 30 minutes prior to the start of the event. Food should be 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. Menu may need to be modified.

Checklist

	Completed	Date
Choose dining format (reception, dinner, etc.)	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Estimate guest count	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Get estimate/proposals	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Choose caterer	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Ensure caterer has adequate insurance	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Coordinate financial planning with your Business Administrator	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Set up tasting	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Choose menus	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Contract signed	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Deposit paid	<input type="checkbox"/>	\$..... <u> </u> / <u> </u> / <u> </u>
Finalize menus	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Discuss special menu needs (kosher, low fat, vegetarian)	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Head count guarantee/seating	<input type="checkbox"/>	<u> </u> / <u> </u> / <u> </u>
Grand total	<input type="checkbox"/>	\$..... <u> </u> / <u> </u> / <u> </u>
Balance paid	<input type="checkbox"/>	\$..... <u> </u> / <u> </u> / <u> </u>