

CATERING WORKSHEET

Vendor Information

Name of Caterer Cali Bergold
 Primary Phone 847-380-4110 (312-656-1363)
 Fax Number 847-960-6647
 E-Mail cali@chefcali.com
 Catering Manager Cali Bergold
 Phone Number 312-656-1363
 Alternate Contact Margaret Wnek
 Alternate Phone 630-357-2157 (708-363-2120)
 Banquet Manager _____

Things to ask:

Cancellation policy Yes No
 Deposit required Yes No
 Deposit due date __/__/__
 Deposit amount 50%
 Insurance certificate Yes No
 Liquor license Yes No
 Tax rate 7%
 Service charge 18%

Checklist

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

Notes/Suggestions

Catering/menu/contract details

- Read BEO (banquet event order or "order form") 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 charge 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 count 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.
- 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 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, even 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 the liquor vendor allows unopened wine to be returned, ask for a cork or bottle count to double check overage at end of the event.
- If students are attending an event where alcohol is served, plan to check identification at bars. Consult the alcohol policy.
- Always serve food when alcohol is served, but be mindful of what is served – salty snack foods encourage dehydration.
- Give wait staff authority to cut off inebriated guests and have taxi phone numbers as a back up.

Staffing guidelines

- Need one bartender for every 75 to 100 people.
- Need one server for every 15 people for sit-down meal (if quicker service is required, pay extra, ie: one server for every 10).

Setup/service

- Need one double-sided buffet line for every 75 to 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 Location has facilities and can accommodate – may need to modify menu.