

Catering Check List

Personal catering considerations and questions:

Where are you located? _____

Are you an off-premises caterer? _____

Do you have a permit? _____

Do you have a commercial kitchen? _____

Is the caterer responsive to your needs? _____

Is the caterer professional in appearance and actions? _____

Timing issues to consider:

Know the setup and tear down time for the facility

Hours for: Cocktails/Refreshments; if an open bar, closing time? _____

Hors d'oeuvres; if butler-style, how often served?

First Course (If there is to be a speaker, _____

The different serving styles:

Informal versus formal _____

Hors d'oeuvres/butler- or buffet-style _____

Open seating versus reserved _____

Menu issues to consider:

Type of food _____

Hot or cold food; both? _____

Variety of menu; is there a choice of entrees? _____

Uniqueness _____

Beverages considerations:

Restrictions; beer, wine, champagne and alcohol _____

Host or no-host bar _____

Full bar? Premium bar? Well bar? _____

Include mixes, cocktail napkins and glasses? _____

Alcohol beverage licensing/permits; caterers or site? _____

Personnel considerations:

Who provides the staff, caterer or coordinator? _____

Bartenders; how many? _____

Wait persons; how many? _____

Does the caterer have an excellent and well-trained staff? _____

Have you tasted the caterer's food? _____

What person will actually be available at the event? _____

Have you reviewed his portfolio and letters of recommendation? _____

Main Course during what course will he speak?)

Dessert _____

If a meeting/seminar, are refreshments being served? _____

When? How often? _____

Sit-down dinner or buffet _____

Food stations; how many? _____

Quality _____

Number of courses _____

Theme-related foods _____

Special dietary requirements available _____

Liquor liability insurance _____

Alcohol management program _____

Soda? Juices? Specialty water? _____

Tea and coffee _____

Beverage to be served with dinner _____

Bus persons; how many? _____

Kitchen personnel; how many? _____

Personnel; what is their attire? _____

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It is understood and agreed that in taking on a position of responsibility with NEWH as a Officer, Director or Chairperson, on of your main goals is to work to promote the objectives of NEWH and to encourage participation of members

Personnel with First Aid/CPR training? _____

Location considerations:

Dining or meeting rooms _____

Private dining rooms _____

Outside/Patio _____

Room/Table arrangements considerations:

Round tables _____

Rectangular tables _____

U-shaped, square, etc. layout _____

Head tables _____

Room/Table arrangements considerations (continued):

Space for bar(s) _____

Space for program and entertainment _____

Facility/Equipment considerations and whose responsibility?

Kitchen facilities/restrictions _____

Tables/chairs _____

China, crystal and utensils _____

Linens; clothes and napkins _____

Decorations; props _____

Costs

Food _____

Beverage _____

Personnel _____

Tables/Chairs _____

Linens; cloths and napkins _____

China, crystal and utensils _____

Scheduling

Final head count due _____

Delivery date and time _____

Delivery access to unloading/loading _____

Busing stations _____

Foyers _____

Are tables to be numbered or identified? _____

Chairs in rows, no tables _____

Chairs on perimeter, no tables _____

Accommodations for extra people _____

Storage space/personal and equipment _____

How will traffic flow? _____

Flowers, balloons, etc. _____

Special equipment _____

Preparation _____

Serving, etc. _____

Other rentals _____

Extra charges; overtime, security, etc. _____

Gratuity _____

Tax _____

Deposit amount, when due _____

Balance due _____

Setup time/Cleanup time _____

Length of service _____

Rental pickup date and time _____