

FOOD FOR THOUGHT CATERING INQUIRY and INFORMATION SHEET

Day and date of event: _____

How did you hear about Food For Thought Catering: _____

Your FULL name (please spell out your last name clearly): _____

Your mailing address (please include zip code): _____

Email address: _____

Home phone: () _____

Work phone: () _____

Cell phone: () _____

How many guests will you be inviting? _____

How many of those guests are children under 10? _____ Age range: _____

Bride's full name: _____

Groom's full name: _____

Bride's parent(s) name(s): _____

Groom's parent(s) name(s): _____

Ceremony location: _____

Ceremony start time: _____ End time: _____

Reception/venue location: _____

Reception start time: _____ End time: _____

Are you interested in having FFTC cater:

Rehearsal dinner? _____ How many guests? _____

Wedding day meals for bridal party? _____ How many guests? _____

Morning after brunch? _____ How many guests? _____

Preference on disposable service-ware products vs. rental china, glassware and silver-ware? _____

-High quality, disposable service-ware, is approximately \$3.00 per person and includes strong plastic plates, glassware and flatware, nice "hot cups" if needed, and a variety of colored cocktail/lunch/dinner napkins.

-Rental china/glassware/silver-ware is approximately \$6.00 per person.

Prices include plenty for guests to go back for seconds. Guests use a lot of cocktail napkins and cups.

Labor is higher with rentals due to clearing, rinsing, stacking requirements (add'l \$400.00 with rentals).

Some clients mix rentals and disposables to save a bit. Ask for details.

YOUR SERVICE-WARE CHOICE WILL BE ADDED TO THE BASE PRICE.

Are you planning on serving alcohol? _____

-Partial bar **or** full bar, (i.e. beer and wine **or** beer, wine and mixed drinks)? _____

A fun way to add more variety to a partial bar (at a fraction of the cost of having hard liquor/full bar) is to have a signature drink! We supply the non-alcoholic components of the drinks and you supply the alcohol.

-Full bars require bar set ups, (sodas, mixers, tonic, club, bar condiments/fruits), which are **\$2.00 per person.**

BAR SET UPS WILL BE ADDED TO THE BASE PRICE IF A FULL BAR IS CHOSEN.

Clients must supply all alcohol.

FFTC will chill it, set it up, serve it and pack your leftovers for transport after your event.

Are you planning on serving HOT beverages, coffee/tea? _____

Hot beverage service includes regular and/or decaf coffee, tea, cream, sugar, Splenda, lemons, brewing units, samovars and/or carafes, for **\$1.00 per person.**

Many clients forgo hot beverage service in the summer months.

HOT BEVERAGE SERVICE WILL BE ADDED TO THE BASE PRICE IF THIS SERVICE IS CHOSEN.

We do not recommend champagne toasts for many reasons. It is one of the most wasted items at an event, it requires extra glassware, and all staff are needed to participate in pouring and serving it at once, which takes them away from their other assignments. Champagne gets warm if pre-poured. You can still offer champagne, either at the bar for those who prefer it for the toast, or throughout the event, or you can offer a bottle at each guest table for someone special to 'pop' the cork. Most guests toast with what is in hand. Champagne for the bridal party is a nice option too.

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Some general menu and beverage information:

Are there any dietary restrictions or food allergies? _____

'Must have'/favorite foods? _____

Are you working with a specific budget? If so, please feel free to share so that I can make recommendations.

The BASE PRICE GENERALLY RANGES BETWEEN \$50.00-\$65.00 per person and includes:

- An abundant variety of hors d'oeuvres (butlered and/or stationary)
- Buffet/stations food selections, including one-two entrée(s) and a bountiful variety of accompaniments
- Non-alcoholic beverages (your choice of soda, iced tea, lemonade, infused water, seltzer) and ice
- Leftover food will be packaged for client to take. A 'leftover liability waiver' must be signed before leftovers can be taken after an event. See food waiver info.

*Labor as needed, including kitchen/grill staff, bar/beverage attendants, floor staff/servers, bussing staff, clean up staff and dishwashing staff for a standard 5 hour event, including prep, set up, service, break down and clean up

A \$400.00 labor charge is added ONLY when using rental service-ware.

*T-lights and accent greens for food and beverage stations, if desired.

*All beverage/food station serving pieces, utensils and supplies, including platters, chafers, sterno, cassette feus, butane, bar equipment, beverages samovars, coolers, hot beverage equipment/supplies, i.e. brewing units, carafes, etc., if needed.

*Consultations, ongoing planning, the preparation and delivery of revised proposals, walk through planning, floor/seating chart development, alcohol quantity guidance, and the set up/chilling/serving of client's alcohol.

BASE PRICE	\$50.00-\$65.00 per person x # guests	=
Disposable service-ware	\$3.00 per person x # guests	=
or	or	
Rental service-ware	\$6.00 per person x # of guests	=
Additional labor fee with rentals only		= \$ 400.00

Optional upgrades:

*Bar set ups (needed for full bar only) \$2.00 per person x # of guests =

*Hot beverage service \$1.00 per person x # of guests =

Linens and/or linen napkins are priced separately. There is no charge for ordering on your behalf.

Misc. rentals/supplies are priced separately, as needed, and can include any of the following. There is no charge for ordering on your behalf.

- Kitchen equipment at venues that do not have a kitchen, including ovens, grills, fryers and propane.
- Canopies/tents to cover kitchen work areas at venues that do not have indoor work areas.
- Tables/chairs/tenting, if not included by the venue.
- Heaters, generators, fuel, screens/dividers, lighting and coat racks, if needed.
- Dance floor, platform(s), extension cords.
- Extra rental vehicles to transport supplies.
- Travel time costs are determined per event based on distance and transportation needs of staff and supplies.

Event vendors (please fill in as much as you know at this point):

DJ, band, other musicians: _____ Contact information: _____

Name of photographer: _____ Contact information: _____

Photo booth information: _____ Contact information: _____

Name of florist: _____ Contact information: _____

Name of baker: _____ Contact information: _____

Lighting/props information: _____ Contact information: _____

Themed items: _____

Other: _____

We also offer fully prepared menu selections for delivery/set up that would ready for you to uncover/serve. Your selections would be arranged on/in high quality disposable serving platters/bowls, and nicely garnished. Disposable chafing units, sterno and serving utensils are included at no extra charge.

Food and delivery costs only apply.

Many clients choose to handle other areas of planning/ordering, etc., themselves, and choose this option.

