

Catering Worksheet

MAKE RESERVATIONS EARLY – Call your caterer 6 to 8 months before the wedding with:

Wedding Date _____ Reception Location _____

Wedding Time _____ Number of Guests _____

Reception Time _____ Budget _____

Engagement Party

Rehearsal Dinner

Reception

MENU / SERVICE STYLE – Decide what style of food service will best suit your budget.

Hors d'Oeuvres

Buffet Style

Full-Service Dinner

Cake & Beverages Once you've selected the style, your caterer will help you select menu items.

BEVERAGES – Decide what type of beverages will be served.

Coffee / Tea

Punch without Alcohol

Punch with Alcohol

Champagne / Wine

Beer

Hard Liquor

Be sure to check with the facility where the reception will be held whether alcohol is allowed and what restrictions may apply.

MISCELLANEOUS – Once you've selected the style/menu, your caterer will help you select serving items:

Paper Plates

China

Plastic Utensils

Flatware

Plastic Glasses

Glass

Disposable Table cloths & Napkins

Linen Table Cloths & Napkins