

~ Catering Checklist ~

Caterer _____	Contact _____
Address _____	Phone _____
Email _____	Fax _____

Type of Meal

___ Breakfast/Brunch ___ Tea ___ Lunch ___ Cocktails ___ Dinner ___ Dessert

Service

___ Cocktails ___ Passed hors d'oeuvres ___ Plated hors d'oeuvres ___ Plated meal ___ Buffet

Menu Choices

Hors d'oeuvres

Appetizers

Soups

Salads

Entrees

Desserts



~ For more information visit www.go2wed.com ~

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Alcohol

Full bar Beer & wine only Wine w/ dinner Champagne toast Specialty cocktail

Bar

Hosted bar Cash bar Partially hosted bar

Rentals Available

Tables Chairs Chair covers Linens Place settings Decor

Date/Time/Place of set up _____

Fees	Per Person	Total
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Food		
Drinks		
Rentals		
Servers		
Delivery/travel		
Gratuity		
Estimated tax		
Cake cutting fees		
Misc. fees		

Total:

Deposit due _____ on _____

Balance due _____ on _____

Final head count due _____



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