



Wedding Reception Cater Out Planning Guide

Couple's Names: \_\_\_\_\_

Site Visit Date: \_\_\_\_\_

Number of Invites Sent Out: \_\_\_\_\_ RSVPs Returned: \_\_\_\_\_

When to Setup: \_\_\_\_\_

**Ceremony**

Location: \_\_\_\_\_ Time: \_\_\_\_\_

**Reception Site**

Address: \_\_\_\_\_

Arrival Time of First Guests: \_\_\_\_\_

On-Site Contact for Reception: \_\_\_\_\_

Time of Social: \_\_\_\_\_

**Bar**

Providing Own Bar: \_\_\_\_\_

Porta Bar: \_\_\_\_\_

Cash Bar: \_\_\_\_\_

Host Bar: \_\_\_\_\_

Host Bar Times: \_\_\_\_\_

Hosting What: \_\_\_\_\_

Type of Kegs: \_\_\_\_\_ # of Kegs: \_\_\_\_\_ # of Reserve Kegs: \_\_\_\_\_

Host Wine: \_\_\_\_\_ Bar/Tables: \_\_\_\_\_ # of Bottles: \_\_\_\_\_

Champagne: \_\_\_\_\_ Kind: \_\_\_\_\_ # of Bottles: \_\_\_\_\_

Champagne for What Tables: \_\_\_\_\_ Champagne Flutes: \_\_\_\_\_

Butlered Wine/Champagne: \_\_\_\_\_ Fee: \_\_\_\_\_

Drink Tickets: \_\_\_\_\_ # of Tickets: \_\_\_\_\_

Unlimited Host Soda @ \$1.50++ per person: \_\_\_\_\_

Punch: \_\_\_\_\_ Red Fruit or Citrus: \_\_\_\_\_

How Many Gallons: \_\_\_\_\_ or keep full until specific time: \_\_\_\_\_

(There will be a fee applied to all wine/champagne that is requested to be individually served to each person)

Time Bar Concluded: \_\_\_\_\_

NMEC Providing Tables: \_\_\_\_\_ How Many: \_\_\_\_\_

Real or Plastic Glassware: \_\_\_\_\_

Special Alcohol/Beer: \_\_\_\_\_



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Hors D'oeuvres

Menu: \_\_\_\_\_

Butlered: \_\_\_\_\_

Dinner

Time: \_\_\_\_\_ (The Chef cannot guarantee the quality of food if served more than 1/2 hour late)

Prayer: \_\_\_\_\_ Who Will be Saying Prayer: \_\_\_\_\_

Plated: \_\_\_\_\_ Plated Choice Meal: \_\_\_\_\_ Buffet: \_\_\_\_\_

Menu: \_\_\_\_\_

Salads - Individually Served or Family Style: \_\_\_\_\_

If Buffet are we serving the Head Table Plated Dinners or are they Going Through the Buffet: \_\_\_\_\_

If Buffet Who Will Release Tables: \_\_\_\_\_

Kids Meals of Chicken Strips and French Fries @ \$8.00++ Each: \_\_\_\_\_

Kids Going through Buffet Line @ \$10.00++ Each: \_\_\_\_\_

Special Dietary Needs: \_\_\_\_\_

Place Cards for Choice Meal: \_\_\_\_\_

Coffee Pots on Tables at \$10.50++ Per Pot: \_\_\_\_\_

Real or Styrofoam Coffee Cups: \_\_\_\_\_

Cake/Dessert

Person Making Cake: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Delivery Time: \_\_\_\_\_ Cake Cutters: \_\_\_\_\_

Special Instructions for Cake: \_\_\_\_\_

Real or Plastic Dessert Plates: \_\_\_\_\_

Evening Snack

Pizza @ \$10.00 Single or \$11.00 Double Topping++ Each: \_\_\_\_\_

How Many: \_\_\_\_\_

Time: \_\_\_\_\_

Other Items: \_\_\_\_\_

How Many: \_\_\_\_\_

Dance

DJ or Band: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Time Dance Begins: \_\_\_\_\_

Time Dance Concluded: \_\_\_\_\_



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Linens

NMEC Providing: \_\_\_\_\_ Providing Own: \_\_\_\_\_
Tablecloths (White or Ivory): \_\_\_\_\_
Napkin Color (White, Ivory, Black, Red, Burgundy, Purple, Royal Blue, Teal, Forest Green, Sandalwood, Gold, Brown): \_\_\_\_\_
Glasses: \_\_\_\_\_ Folded: \_\_\_\_\_ Rolled: \_\_\_\_\_
When Picking Up Linens: \_\_\_\_\_
How Will NMEC Get Linens Back: \_\_\_\_\_

Layout

Renting NMEC Tables: \_\_\_\_\_ Providing Own: \_\_\_\_\_
Renting NMEC Chairs: \_\_\_\_\_ Providing Own: \_\_\_\_\_
Head Table on Risers: \_\_\_\_\_ How Many People: \_\_\_\_\_
Captains Style Table: \_\_\_\_\_ How Many People: \_\_\_\_\_
Rounds of 8: \_\_\_\_\_ Rounds of 9: \_\_\_\_\_ Rounds of 10: \_\_\_\_\_
Gift Table: \_\_\_\_\_ Where: \_\_\_\_\_
Guestbook Table: \_\_\_\_\_ Where: \_\_\_\_\_
Punch Station: \_\_\_\_\_ Where: \_\_\_\_\_
Coffee Station: \_\_\_\_\_ Where: \_\_\_\_\_
Dance Floor: \_\_\_\_\_ Where: \_\_\_\_\_
Cake Table: \_\_\_\_\_ Where: \_\_\_\_\_
Place Card Table: \_\_\_\_\_ Where: \_\_\_\_\_
Candy/Snack Bar: \_\_\_\_\_ Where: \_\_\_\_\_
Buffet Table: \_\_\_\_\_ Where: \_\_\_\_\_
Cocktail Tables: \_\_\_\_\_ Where: \_\_\_\_\_
Reserve Tables: \_\_\_\_\_ Need NMEC Reserve Signs: \_\_\_\_\_ How Many: \_\_\_\_\_
Additional Tables: \_\_\_\_\_ Where: \_\_\_\_\_
Slide show: \_\_\_\_\_ Where: \_\_\_\_\_
What Time Will Slide Show Begin: \_\_\_\_\_
Porta Bar: \_\_\_\_\_ Where: \_\_\_\_\_
Garbage Cans: \_\_\_\_\_
Place Settings: \_\_\_\_\_ Real: \_\_\_\_\_ Plastic: \_\_\_\_\_

Decorator

Name of Decorator: \_\_\_\_\_ Phone Number: \_\_\_\_\_
Table Runners: \_\_\_\_\_ Table Overlays: \_\_\_\_\_
Chargers: \_\_\_\_\_
Decorating Information: \_\_\_\_\_



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***Payment***

*Day Before:* \_\_\_\_\_

*Night Of:* \_\_\_\_\_

*Who Will Be Paying Bill:* \_\_\_\_\_

*Separate Bills:* \_\_\_\_\_

*Mileage:* \_\_\_\_\_

***Additional Information***