



Social Event Cater Out Planning Guide

Event Name: _____

Site Visit Date: _____

When to Setup: _____

Event Site

Address: _____

Arrival Time of Guests: _____

On-Site Contact: _____

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: _____

Hors D'oeuvres

Menu: _____

Butlered: _____



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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: _____

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: _____

Rounds of 8: _____ Rounds of 9: _____ Rounds of 10: _____

Punch Station: _____ Where: _____

Coffee Station: _____ Where: _____

Cake Table: _____ Where: _____

Place Card Table: _____ Where: _____

Buffet Table: _____ Where: _____



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Cocktail Tables: _____ Where: _____
Reserve Tables: _____ Need NMEC Reserve Signs: _____ How Many: _____
Additional Tables: _____ Where: _____
Porta Bar: _____ Where: _____
Garbage Cans: _____
Place Settings: _____ Real: _____ Plastic: _____

Decorator

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

Payment

Direct Bill: _____
Night Of: _____
Who Will Be Paying Bill: _____

Mileage: _____

Additional Information