

# **PLANNING YOUR CUSTOM CATERING**

## **Important things to consider:**

- . Group Size**
- . Budget**
- . Date and time of event**
- . Demographics**
- . Location of event**
- . Payment information**
- . Type and style of service requested**
- . Tax status if applicable**
- . Menu preference and selection**
- . Color scheme, Décor**
- . Special diets (religious, restrictions, allergies)**
- Theme**
- . Special guests attending event**
- . Room set up needs (AV Equipment: podiums, microphones, & other equipment)**
- . Timing....Items or details that may need to be addressed before, during or after the event**
- . Number of attendants**
- . Outside labor costs**
- . Length of event (Start time/End time)**
- . Room reservation**

**Contact facilities for tables, chairs, and any necessary floor plans**