



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 @ \$1.00++ 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: _____

NUCC Providing Tables: _____ How Many: _____

Real or Plastic Glassware: _____

Special Alcohol/Beer: _____



Wedding Reception Cater Out Planning Guide

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 Head Table served Plated Dinners or Buffet: _____

If Buffet Who Will Release Tables: _____

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

Kids Going through Buffet Line @ \$8.00++ Each: _____

Special Dietary Needs: _____

Place Cards for Choice Meal: _____

Coffee Station or Coffee Pots on Tables at \$9.00++ Per Pot: _____

Real or Styrofoam Coffee Cups: _____

Cake/Dessert

Bakery or Cake Decorator: _____ Phone Number: _____

Delivery Time: _____ Cake Cutters: _____

Special Instructions for Cake: _____

Real or Plastic Dessert Plates: _____

Evening Snack

Pizza @ \$15.00++ Each: _____

How Many: _____

Time: _____

Other Items: _____

How Many: _____

Dance

DJ or Band: _____ Phone Number: _____

Time Dance Begins: _____

Time Dance Concluded: _____

Linens

NUCC Providing: _____ Client Providing: _____

Tablecloths (White, Ivory or Black): _____

Napkin Color (White, Ivory, Black, Red, Burgundy, Forest Green, Sandalwood, Gold, Brown): _____

Napkin Fold: _____



Wedding Reception Cater Out Planning Guide

When Picking Up Linens: _____

How Will NUCC Get Linens Back: _____

Layout

Renting NUCC Tables: _____ Providing Own: _____

Renting NUCC 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 NUCC 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: _____

Payment

Day Before: _____

Night Of: _____

Who Will Be Paying Bill: _____

Separate Bills: _____

Mileage: _____

Additional Information