

Food and beverage, often eating up more than half of your wedding budget, is a big decision. A number of details must come together to treat your guests to something extraordinary.

notes and ideas – notes on menu: _____
 time of day/type of meal (breakfast, lunch, dinner, etc.): _____
 formality of event: _____
 serving style (seated, buffet, passed-tray): _____
 approximate number of guests to feed: _____

notes on menu selection: _____

 appetizers I'd like to serve: _____

 entrées I'd like to serve: _____

 sides I'd like to serve: _____

 desserts I'd like to serve: _____

 beverages I'd like to serve: _____

 other menu ideas: _____

prospective caterers

caterer 1	caterer 2
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	proposal price \$
notes	notes

caterer 3	caterer final selection
contact name	contact name
appointment date and time	address
address	telephone
telephone	email
email	web site
web site	notes
proposal price \$	
notes	

proposal	
total cost <i>(include all discussed services and fees)</i>	cancellation/refund policy
deposit \$ date sent	
balance \$ due date	
reserved date and hours	
final catering package includes	
other terms and conditions	

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