Divine Swine ~Catering~

Elegance Event Planning Worksheet

1. Customer info

Bride_____Phone_____email_____

Groom_____Phone_____email_____

Day of Contact_____ Phone_____email_____

2. Event Info

Event Date_____

Event Location_____

3. Timelines

Ceremony time –from:_____to:_____

Ceremony location at your venue (field, chapel, garden, etc)_____

Is this in the reception area?_____

Can room set/buffet set take place during the ceremony occur without interrupting the ceremony?_____If no, best time to arrive for setup_____

Guest Arrival time at the reception area_____

Ideal finish time for room set_____

Ideal finish time for buffet set_____

Food serving time_____

Tables will be released by_____

Final buffet call will be by_____

Announcing of Cake and coffee service will be by_____

4. Goods

Tables				Provided, set, covered and skirted by:			
Table Type	**#**	**Size**	**Skirted?**	**Venue**	**Customer**	**DSC**	**Other Vendor**
Appetizer							
Bar							
Beverage							
Buffet							
Coffee							
Dessert							
Display							
DJ							
Gifts							
Guest							
Head							
Hi-tops							
Name Tag/seating chart							
Photo							
Sign-in							
Snack							
Water							
Wedding Card							
Other							

Linens				Provided, set, covered and skirted by:			
Linen Type	**#**	**Size**	**Color**	**Venue**	**Customer**	**DSC**	**Other Vendor**
Appetizer							
Bar							
Beverage							
Buffet							
Coffee							
Dessert							
Display							
DJ							
Gifts							
Guest							
Head							
Hi-tops							
Name Tag/seating chart							
Photo							
Sign-in							
Snack							
Water							
Wedding Card							
Table skirting							
Bag for soiled linens							
Other							

Service Ware				Provided by:			
Service Ware Type	**#**	**Size**	**Description**	**Venue**	**Customer**	**DSC**	**Other Vendor**
dinner plate							
dinner fork							
dinner spoon							
dinner knife							
Cake plate							
cake fork							
Cake cut knife							
Cake cut spatula							
Cake cut towel							
water glass							
wine glass							
bar glass							
champagne glass							
punch cup							
coffee cup							
guest napkin							
salad bowl							

Goods, continued

Service Ware Type	#	Size	Description	Provided by:			
				Venue	Customer	DSC	Other Vendor
salad plate							
appetizer plate							
appetizer fork							
appetizer napkin							
after party snacks							
after party disposables							
water pitchers							
ice for water							
disposable water glasses							

5. Services

Before Serve Time	Description of setup	Venue	Customer	DSC	Other Vendor
			To be done by:		
Room Decorating					
Chair set-ceremony					
chair move-meal					
Guest table setup					
Guest table cover					
Guest table centerpieces					
dinner plate set					
dinner fork set					
dinner spoon set					
dinner knife set					
Cake plate set					
cake fork set					
Cake cut knife set					
Cake cut spatula set					
Cake cut towel set					
water glass set					
wine glass set					
bar glass set					
champagne glass set					
punch cup set					
coffee cup set					
guest napkin set					
name tags-set					
table numbers-set					
signs-set					
flowers-set					
candles lit					
cake/desserts-set					
salt pepper set					
other set					

During Serve time	Description of service	Venue	Customer	DSC	Other Vendor
			To be done by:		
Plate salad					
plate entrée					
plate dessert					
serve dessert					
non alcohol bevg svce					
assist with buffet					
fill pitchers					
clear silver					
clear plates					
clear glassware					
fill water glasses					
cut cake					
distribute cake					
dismiss tables					
coffee service					
clear disposables					
clear compostables					
light candles					
assist with desserts					
assist with appetizers					
serve head table					
clear napkins					
uncork champagne/wine					
pour "					
distribute"					
remove trash					
other service					

After Serve time	Description of service	Venue	Customer	DSC	Other Vendor
			To be done by:		
Remove trash end of event					
collect buffet linens					
collect other linens					
collect napkins					
douse candles					

Services, continued	Description of service	Venue	Customer	DSC	Other Vendor
collect candles					
collect centerpeices					
pack up table service goods					
clean kitchen end of night					
wash table service goods					
wash plate					
wash silver					
pack plates					
pack silver					
table clearing					
check out with event contact					
check out with venue contact					
return caterer's gear					
distibute vendor payments					
other					

6. **Venue**

Venue name_____

Address_____

City_____State_____Zip_____

Main contact_____phone_____email_____

Day of event contact_____phone_____email_____

Physical features

Parking description_____

Steps?_____Describe_____

Loading dock?_____Describe_____

Staging area for caterer/service staff?_____Describe_____

Dumpster or trash location/description_____

Is this a "Green" facility (with compost/recycle/trash bins)?_____

Policies

Does venue require customer or service provide to clear tables?_____

Is there a facilities checkout list?_____

Does venue require checkout with contact before leaving?_____

Kitchen

Refrigeration description_____

Freezer description_____

Stove_____

Microwave_____

Dishwasher_____

Ice machine_____

Prep tables_____

Sinks_____Potable water?_____

7. **Vendor List**

Vendors	Company	Contact Person	Phone	Email
bartender				
caterer				
planner				
dj				
cake				
florist				
decorating				
rentals				
photographer				
other				
day of event contact				
other				
other				

Please complete, scan, and email to
myevent@divineswinecatering.com .

Thank you!