



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 @ \$1.00++ per person: \_\_\_\_\_

Punch: \_\_\_\_\_

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: \_\_\_\_\_

ACC 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, French Fries, Cookie, Milk @ \$8.95++ Each: \_\_\_\_\_

Special Dietary Needs: \_\_\_\_\_

Place Cards for Choice Meal: \_\_\_\_\_

Coffee Pots on Tables at \$9.95++ 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

ACC Providing: \_\_\_\_\_ Providing Own: \_\_\_\_\_

Tablecloths (White, Ivory, Black): \_\_\_\_\_

Napkin Color (White, Ivory, Black, Red, Burgundy, Purple, Royal Blue, Rust, Forest Green, Sandalwood, Gold, Brown): \_\_\_\_\_

Glasses: \_\_\_\_\_ Folded: \_\_\_\_\_ Rolled: \_\_\_\_\_

When Picking Up Linens: \_\_\_\_\_

How Will ACC Get Linens Back: \_\_\_\_\_

Layout

Renting ACC Tables: \_\_\_\_\_ Providing Own: \_\_\_\_\_

Renting ACC 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: \_\_\_\_\_

Cocktail Tables: \_\_\_\_\_ Where: \_\_\_\_\_

Reserve Tables: \_\_\_\_\_ Need ACC Reserve Signs: \_\_\_\_\_ How Many: \_\_\_\_\_



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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