

Catering Planner

Wedding catering has always been one of the most crucial aspects of planning a wedding. It is very important that you take the time to review the details of providing great cuisine through a responsible and reliable wedding caterer. Use this guide to ensure that you keep on track with the catering planning.

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 4

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

Final Selection Caterer

contact name	
appointment date and time	
address	
telephone	
email	
web site	
proposal price \$	
notes	
total cost <i>(include all discussed services and fees)</i>	
deposit \$	date sent
balance \$	due date
reserved date and hours	
Cancellation / Refund Policy	
Final Catering Package	

