

Catering by Karen Hunter

Wedding Event Planning Guide

(Please complete and FAX to 610-282-2571)

Please note: For all weddings, we provide a hostess who will take care of coordinating the event and making sure everything flows smoothly. This is part of our service, and you do not need to hire an additional event coordinator.

Name of contact person _____

Address _____

Phone Number _____

Cell Phone _____

Fax _____

Email _____

Name of bride _____

Name of groom _____

Location of Event _____

Date of Event _____

Time of Ceremony _____

Reception Starting Time _____

Reception Ending Time _____

Estimated Number of Guests _____

Please Select All Applicable Services:

Standing Hors d'oeuvres (Please make choices based upon menu offerings)

- 1.
- 2.
- 3.

Butlered Hors d'oeuvres (Please make choices based upon menu offerings)

- 4.
- 5.
- 6.
- 7.

I would like to plan for dinner

Bridal party and parents announced into the room

Champagne Toast

Blessing

Food Service:

- Salad
- Bread Basket and Butter Roses

Entrée – please choose 2 (Please make choices based upon menu offerings)

Choice 1 _____

Choice 2 _____

Choose service style:

- Sit-down service at table
- Buffet
- Food Stations

Please Note: Vegetarian and Children's Menus Available

Desserts (optional) Please see menu for choices

- 1.
- 2.
- 3.
- 4.
- 5.

Please indicate if you require wedding cake service (includes cutting and serving of wedding cake)

- Wedding cake service required
- Wedding cake service NOT required

Regular and Decaffeinated Coffee and Tea Service

- Yes
- No

These items must be provided by you:

1. Wine, beer, liquor and champagne (shopping list available).
2. Cake (reference available).
3. Entertainment – DJ or band (references available).
4. Flowers and decorations (references available).
5. Name cards and alphabetical listing of guests with table assignments.
6. Favors, disposable cameras, cake knife and server, toasting flutes, guest book and pen

We will arrange or provide for the following:

1. Service personnel including bartenders, wait-staff, valet and kitchen staff.
2. Rental of tables, chairs, linens, napkins, flatware, china and table glasses.*I

3. Ice, bar fruit, mixers, bar glasses, bar table, linens and beverage napkins.
 4. Rental of DJ tables and linens or band tent and stage.*
 5. Rental of dance floor 16X16.*
 6. Heaters or fans available for an additional fee.*
- * All rental charges are itemized on your bill*

A proposal/invoice will be prepared for you after you complete this form.

Notes:

1. Payment arrangements are as follows:
 - A. \$500.00 deposit at time of confirmation of date.
 - B. One-third the total amount listed above – one month before the event.
 - C. One-third the total amount listed above – two weeks before the event.
 - D. The balance is due the day of the event.
2. We accept VISA, MC, AMEX, personal checks and cash.
3. We need to know the final count of guests to attend the reception two weeks before the event. Consider this timeframe when preparing invitations.

CATERING BY

Karen Hunter

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