CATERING / 01

DEFINE THE EVENT AND GUEST PLAN

Give every caterer the same event facts and guest-count basis.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Event purpose, date, venue, indoor or outdoor setting, host, and planning contacts

Venue access window, guest arrival, meal or service periods, program moments, and event end

Current guest estimate, how it was developed, confirmation date, and expected change range

Adult and child context, seating or standing format, and guest-flow considerations to discuss

Event tone, cultural or venue preferences, and the experience I want guests to have

My three priorities for the first catering conversation

Preparation only. Not food-safety, allergen, alcohol, medical, permit, contract, or legal advice.

CATERING / 02

MAP MENU, SERVICE, AND VENUE RESPONSIBILITIES

Separate the meal from the people, equipment, access, and cleanup that make service possible.

Menu direction, courses or service periods, beverages, presentation, and alternatives to discuss

Drop-off, buffet, stations, plated, family-style, reception, or other service approach to compare

Kitchen or prep area, refrigeration, power, water, loading, parking, stairs, elevator, and travel distance

Staff roles, venue staff, planner, host, rental company, other vendors, and coordination contacts

Tableware, linens, serving pieces, warming or cooling equipment, furniture, rentals, and delivery needs

Setup, room reset, service, bussing, waste, cleanup, leftovers, pickup, and final venue handoff

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CATERING / 03

PREPARE DIETARY, TIMING, AND LOGISTICS QUESTIONS

Tick what is ready. Pass guest information accurately and ask the caterer to explain its process.

- [ ] Event and venue facts are listed
- [ ] Guest-count basis and confirmation date are noted
- [ ] Menu direction and service approach are described
- [ ] Guest-provided dietary information is organized
- [ ] Venue access and utility constraints are listed
- [ ] Staffing, rental, setup, and cleanup questions are ready
- [ ] Host, venue, caterer, and vendor responsibilities are separated
- [ ] Every caterer will receive the same event brief

Guest-provided dietary or allergy information and questions about ingredients, substitutions, preparation, and service

Timing questions: arrival, prep, setup, service periods, program coordination, cleanup, pickup, and late changes

Logistics questions: access, equipment, weather, rentals, staffing, venue rules, other vendors, and handoff

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CATERING / 04

QUESTIONS FOR THE CATERER

Record how this caterer would plan, prepare, staff, serve, adjust, and close out the event.

Food and count: what guest basis, menu, portions, beverages, alternatives, and confirmation or change dates apply?

Dietary process: how are guest-reported needs, ingredient information, substitutions, preparation, service, and questions handled?

Service: what staff roles, timing, attire, supervision, host or venue support, and service duties are included?

Equipment and cleanup: what delivery, rentals, tableware, setup, bussing, waste, leftovers, pickup, and restoration are included?

Venue logistics: what access, kitchen, power, water, refrigeration, loading, parking, weather, and vendor dependencies apply?

Proposal: what fee structure, assumptions, responsibilities, alternatives, changes, postponement or cancellation terms, and handoff apply?

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CATERING / 05

COMPARE THE SAME CATERING SCOPE

Use A and B in every box. Clarify differences before comparing totals or fit.

Caterer A / Caterer B / tasting or planning conversation and proposal dates

Guest basis, menu, portions, beverages, dietary process, alternatives, and service approach — A / B

Staffing, timing, venue access, equipment, rentals, setup, service, cleanup, leftovers, and handoff — A / B

Assumptions, exclusions, host and venue tasks, complete fee structure, changes, terms, and open questions — A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai and start a Catering request. Share the event, venue, guest-count basis, menu and service plan, dietary questions, staffing, rentals, access, cleanup, and timing so participating pros can compete with proposals. Compare written scope, responsibilities, complete fee structure, alternatives, terms, and fit.

One request. Every pro's best offer.

Start a request

Participation varies. A menu and event-planning conversation, venue review, or tasting may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/catering

U.S. Food and Drug Administration: Food Allergies (official reference)

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