SIMPLY FRESH. SIMPLY FINE.

Catering by Design

FULL SERVICE CATERING
We Help You Plan, Call Us
(919) 481-2366

Event Planning Worksheet — Call us at 919-481-2366 to discuss your catering options!

EVENT NAME:	**EVENT LOCATION:**		**CATERING SERVICE:**			**TIME:**
EVENT DATE:			**BUDGET:**			**# GUESTS**
EVENT TYPE:			**TOTAL:**		$ -	
LOCATION, DÉCOR, ENTERTAINMENT		$ -	**FOOD & ALCOHOL & FLOWERS**		$ -	**PRINTING / PUBLICITY / OTHER**

LOCATION / VENUE / SPACE	Cost/Item	# Needed	Total	CATERING	Cost/Item	# Needed	Total	INVITATIONS	Cost/Item
Hourly Rate for First 2 Hours			$ -	Menu Choice				Email	
Additional Hours			$ -	Price / Guest			$ -	Event Logo Design	
Security Deposit - Non-Refundable			$ -	Additional Charges/ Guests			$ -	Invitation Design	
Clean-Up Fees			$ -	Delivery Fee			$ -	Printing	
Bar Fees			$ -	Setup Fee			$ -	Off the Shelf Cost	
Insurance			$ -	Clean-up Fee			$ -	Postage	
Security Staff			$ -	Tax			$ -		
Other Venue Staff			$ -	Billed Gratuity			$ -		
Other Venue Staff			$ -	Suggested Gratuity			$ -		
RENTALS	**Cost/Item**	**# Needed**		**FOOD RELATED RENTALS**	**Cost/Item**	**# Needed**		**PRINTED MATERIALS**	**Cost/Item**