

PREMIER CATERING WEDDING PLANNING GUIDELINE

When you choose to work with Premier Catering, we'll guide you through every step of the journey in order to ensure your event unfolds seamlessly, professionally, and with the peace of mind that allows you to truly live in the joy of the moment.

Step 1: Preliminary Proposal / Telephone Conference

We will discuss menu and services that you may be planning. We'll create a proposal outlining each of the services and menu thoughts, with costs calculated individually as well as an overall cost analysis: we provide clear, concise pricing with no hidden fees. This will give you the opportunity to add or subtract as your budget requires. The proposal will give you the big picture and a starting point for your planning.

Step 2: Consultation , Tasting and Contract of Services

This step is an opportunity to sample a meal similar to what you may be choosing for your event. We don't expect you to know all the questions and answers -- we're there to guide you through some of the details and plans .

Once the proposal details are agreed upon, we ask you to pay the 300.00 deposit. This deposit secures the date and location, but your menu and final guest count are not required until 10 days prior to your event -- this puts you at ease on the date while we work through the remaining details.

Step 3: Detail Selection (1 month prior to your date)

With your date approaching, we'll schedule a walk-through to discuss the flow and style of your event. It's also a great time to discuss the look of the buffet area as well as the complementary décor we provide to accent your theme. At this time, your event timeline should be confirmed as well as your floor plan and rental requirements. This is also when we can make changes to your menu and tweak any last minute thoughts and plans.

Step 4: Finalization of Details (9-10 days prior to your event)

This is a very important step. This is the final step to locking in your timeline, floor plan, linen requirements, bar details and menu changes. In order for us to make your day perfect, it is crucial for us to have a floor plan / diagram, final counts and any pertinent information. This can be done in person or over the phone. You will get a final ending order reflecting your details.

Step 5: Payment- (Due three to four days before.) Cash, Cashier's Check, or money orders . Credit Cards can be accepted but will have a 3 % charge for processing.

Step 6: Day-Of Management

On the day of your event, we will provide on-site management to confirm everything is in place and properly set up. Our lead staff will remain on hand to ensure the details come together seamlessly, and any last-minute or unexpected needs are addressed. Meanwhile, our professional wait staff and bartenders will provide individual guest attention, and maintain food and beverage supplies. Once the event is concluded, we provide final clean-up and coordination of rental equipment to return the location back to its former state.

