

CATERING AND PARTY PLANNER



TODAY'S DATE: _____

CONTACT: _____

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____

TIME OF EVENT: _____

OF GUESTS: _____

HOW DID YOU HEAR ABOUT US? _____

SPECIAL NOTES OR REQUESTS: _____

Rocking Horse Cafe

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PLANNING TIPS

PLAN AHEAD

1. Name your event. It will help you think creatively.
2. Set a budget and stick with it. You'll have more fun and less stress.
3. Invite all the wonderful people you know. It's a party!
4. Do something special that will make your event more memorable.
5. Keep a checklist with dates. Organization reduces frazzle.

ASK THE RESTAURANT

1. Have you done events and parties before?
2. Do you have a catering menu? Do you do custom menus?
3. Can you handle special dietary requests?
4. What type of drinks do you recommend for parties?
5. Can you provide a cake? Can I bring a cake?
6. Can we have flowers on the table?
7. Will you print a menu with our event name and date?
8. What is your payment policy?
9. What happens if my party goes longer than scheduled?

THINGS TO DO

1. Set your budget.
2. Create guest list.
3. Select event type: brunch, lunch, dinner, cocktails; buffet or sit-down.
4. Set a date (but be flexible until you select a restaurant).
5. Select a restaurant that has a good location and size for your event.
Or, select a restaurant that can cater and deliver to your event.
6. Finalize your date.
7. Send out invitations.
8. Get RSVPs. Call guests, if necessary.
9. Ask a few guests to take pictures. You'll be too busy.
10. What will you wear?
11. Finalize your guest count and call the restaurant.
12. It's time for your party. Have fun!
13. Send thank you notes.
14. Go to more parties.