



**Ties That Bind...
Taking Advantage of Your Caterer**

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Thomas caterers of Distinction
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Thought Provoking Questions

1: Not being a Caterer yourself, how does your industry discipline link with and fit into the catering discipline?
2: How can you work as a team with your caterer to produce an outstanding event?
3: What are some basic Catering terms that will help you "Speak their language" and work better with your caterer?

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In this session we will discuss:

- Catering Basics
- Working smarter with your caterer
- Considering all event disciplines in combination with the catering
- Work together as a team

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Catering 101

- Service Style
 - Plated
 - Passed
 - Buffet
 - Station
 - Heavy vs. Light Hors d'oeuvre

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Catering 101

Service Style

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Service Style

- Plated

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Service Style

- Passed

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Service Style

- Buffet

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Service Style

- Stations

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Service Style

- Station

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Catering 101

- Basic Catering Vocabulary
 - (Pause for handout)

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Catering 101

- Off vs. On Premise
 - Cost
 - Labor
 - Logistics
 - Power Needs
 - Waste
 - Staff Parking/Storage

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How Catering Interacts with each Discipline

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Caterers and Planners

- Making each other look good!
 - Who's client is it?
 - Who is responsible for payment/guarantee?
 - Special Needs/Vendor Meals?
- Who is responsible for what logistics?
 - Rentals (including linens/china/flat ware/glass ware)
 - Floor plan
 - Time line/Production schedule
 - Set up and Tear-down
- Questions from Planners?



Caterers and Planners

- Know your Scope
 - Who is responsible for what rentals?
 - China/Flat ware/Glass ware
 - Tables/Linen – INCLUDING NAPKINS!
 - Ancillary Meals
 - Band Riders
 - Vendor Meals/Beverages
 - Special Request Meals
 - Who is responsible for set up/Tear down?



Catering with Designers

- Making each other look good!
 - Sharing the vision
 - Food design to compliment overall event
 - Specialty Drinks
- Who is responsible for what logistics?
 - Rentals (including linens/china/flat ware/glass ware)
 - Set up and Tear-down
 - Additional set up or tear-down fees
- Questions from Planners?



Catering and Technology

- Making each other look good!
 - Lighting
 - Signs
 - Trusses
- Who is responsible for what logistics?
 - Work Lighting
 - Power Needs
 - Communication Devises
- Questions from Technology?



Catering and Flowers

- Making each other look good!
 - Loose buds and greens
 - Non Floral Décor
- Who is responsible for what logistics?
 - Eatable flowers
 - Delivery and Tear-down
 - Throw away/Keep/Give away
- Questions from Florists?



Catering with Entertainment

- Making each other look good!
 - Theme
- Who is responsible for what logistics?
 - Timing
 - Sound check/Mike check
 - Schedules
 - First dance
 - Rider Needs/Meals
- Questions from Entertainment?



Catering with Photography

- Making each other look good!
 - Room Shots
 - Food Shots
 - How much do you love your caterer?
 - Incorporating Pictures into Food Presentation
- Who is responsible for what logistics?
 - Timing
 - Lighting
- Questions from Photographers?
