

# ISES EVENTWORLD 2009

—AN INSTITUTE FOR PROFESSIONAL DEVELOPMENT—

## 5 Things You Need to Know about Catering

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### ISES EVENTWORLD 2009

#### Session Objectives



- Learn what key questions to ask your Caterer during the beginning of the planning process
- Learn the different types of food and beverage services
- Learn how to build the vendor relationships to increase the success of your events



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### ISES EVENTWORLD 2009

#### 5 Things You Need to Know about Catering

- Basic key points of information that your Caterer needs to know about the event.
  - Event day and time
  - Event location
  - Theme
  - Guest Count
  - Budget
  - Food and beverage service style



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### Food and Beverage Styles

- Food Stations
  - Variety of food selections
  - Entertaining
  - More labor needed
  - Casual atmosphere



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### Food and Beverage Styles

- Sit Down Service
  - More formal
  - Service forward
  - Wine service



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### Food and Beverage Styles

- Buffet Service
  - Less labor
  - More variety of food
  - Less formal



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### Food and Beverage Styles

- Bar Service
  - Beer and Wine
  - Full open bar
  - Specialty drinks
  - Wine and Champagne
  - Cordials



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### Building Vendor Relationships

- Communication
  - Share information
  - Determine logistics



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Thank you!!!!!!



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