

Top Tips to Great Catering

There are many things to consider when organizing a catered event. Whether you are planning a private party, or you are a professional event planner, these tips will help you plan a smoothly run event!

1. Location - Before committing to a location, try to accurately estimate the number of people attending. A room that is too small for your group can be disastrous. Not only will your client/guests be uncomfortable but the ensuing chaos reflects badly on you or your company. Conversely a room that is too large is impersonal and can leave guests wondering if many people have chosen not to attend.

2. Caterer - If your venue does not come with a catering service you will have to source a caterer yourself. Meet with your caterer and discuss the event. Ask a lot of questions about menu choices and their flexibility. You are looking for a caterer who will partner with you and is prepared to work around any last minute changes to ensure the overall success of the event. Pricing is a big consideration for you or your client, but make sure you choose the caterer for their overall ability to handle the event. Ask for references from the caterer of recent events.

3. The 3 Formats of Food Service.

The Hors D'oeuvres Party. Hors d'oeuvres are served throughout the party allowing guests to socialize. Typically you would allow 4 to 6 pieces per person, but if the event occurs during lunch or dinner, you should be prepared to serve more.

The Buffet. Buffets are popular because they allow guests a larger variety of food, but the downfall is guests having to serve themselves.

Full Service Dining. Food is plated and served to each guest individually giving a higher level of service. Typically there is a set menu and unless you have dietary restrictions, there will be little choice.

4. Choice of Menu.

Keep the menu conservative to please the majority. Spicy or exotic foods should be excluded unless specifically asked for, many people will avoid these dishes. If there are special dietary requests determine what they are in advance and inform the clients/guests.

5. Communicate with the Caterer frequently.

Contact them with any changes so they can adjust. Guests who require special meals should be identified on a seating plan. A good caterer will ensure that these meals are served at the same time as the rest of the table.

6. Time Management.

Ensure there is enough time for dinner service, remember few events run like clockwork. You should inform your clients/guests that organizing speeches during the dinner period is not a good idea.

7. Having Fun!

Many people dread corporate events. If you make the event fun, not only will people look forward to attending, but they will be a great source for future referral business if you are an event planner. Ensure the speakers you book are entertaining and have been recommended for their speaking abilities. During the reception and breaks have fun, lively music playing. Then during the meal ensure the music and lighting sets the appropriate ambiance for the occasion.

8. Follow Up with the caterer and discuss their performance.

If you were at all disappointed this is the time to make your opinions known. If there was anything that had a detrimental effect on the whole event, you should be looking for some form of compensation. If you were very happy with the service provided this is the time to discuss future events and possible discounts for repeat business



Daytona's Restaurant and Bar

/Creative Catering

965A Cobalt Crescent

Thunder Bay, ON P7B 5Z4

807.622.2169

Fax (807) 476-0719

www.daytonas.ca

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Catering

Light Menu

- | | |
|-------------------------------------|-----------------------|
| 1. Assorted Sandwiches (serves 10) | |
| 1/person \$42.90 | 1 1/2/person \$64.00 |
| 2. Assorted Bunwiches (serves 10) | |
| 1/person \$46.90 | 1 1/2 /person \$68.00 |
| 3. Beef on Bun w/rosemary beef Jus | \$5.00 per person |
| 4. Grilled Chicken Breast on Kaiser | \$5.99 per person |
| 5. Chicken Parmigan on Kaiser | \$6.99 per person |
| 6. Cold Meat Tray w/ sliced Cheeses | \$6.00 per person |
| 7. Assorted Cheeses w/ Crackers | \$4.50 per person |
| 8. Cold Vegetables w/ Dip | \$2.99 per person |

Add Fries or Salad for \$2.99 per Person
Add a Caesar Salad for \$3.79 per Person

Cocktail Party

Hot Canapés 12 Dozen assorted \$140.00
 Breaded shrimp, Chicken Kebob, Beef Kebob, Mini Egg Rolls, Spring Rolls, Wings, *Mushro.*

Three Course Dinners: *Served Buffet style (10 persons min)*

Choose One Main Dish, Two Side Dishes & One Salad.
 Dinners include Rolls and Butter, House Dessert

Main Course:

- | | |
|--|---------|
| 1. Prime Rib of Beef w/ Rosemary Beef Jus | \$21.99 |
| 2. Boneless Pork loin w/ w/ Hot Apple Gravy | \$15.95 |
| 3. Chicken Parmigan | \$15.95 |
| 4. Roast Chicken | \$14.95 |
| 5. Deep Fried Shrimp (12 pieces) w/ Cocktail Sauce | \$15.95 |
| 6. 1/2 Rack BBQ Ribs w/ Chicken Breast | \$17.95 |
| 7. Chili-Lime Marinated Pork chop | \$14.95 |
| 8. 8 oz New York Steak w/ Mushrooms | \$16.95 |
| 9. Chicken Swiss w/ Mushrooms and Swiss cheese | \$15.95 |

Side Dishes:

Baked potatoes, Mashed Potatoes, Herbed Rice, Baby Roast Potatoes, Buttered Pasta, Vegetable Medley, Baby Carrots

Salads: Tossed w/ Dressings, Caesar Salad, Potato Salad, Mixed Greens w/ Raspberry Vinaigrette

* prices subject to change without notice



Custom Buffets can be designed and priced to meet your requirements

Delivery, Staffing, Taxes and Gratuities are extra.

CONTACT John Collins for all YOUR Catering Needs!

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