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CATERING DO'S & DON'TS

When planning any large event, one of your main priorities should be to focus on catering. The quality and service of your food can play an important role in the overall outcome of your event. In fact, there is a lot that goes into catering at your event. Find the right caterer, choose menu options that everyone can enjoy, plan out the logistics for excellent service, and much more. Here are some of the dos and don'ts you should keep in mind when planning your significant catered event.

The Do's:

1. Get your numbers right

Have a precise number of the guests you will need to cater for. There is nothing worse than having some guests go hungry or going overboard and having to get rid of excess food.

2. Know your budget

The success of your event depends on your ability to plan it properly. Standard event requirements include securing a venue, sound equipment, catering, décor, and so on. You will need to establish what requirements will be unique to your event and prioritize accordingly.

3. Start planning as early as possible

Whether you are planning a seminar, training sessions, a know-your-customer party, or an office party, you will need to start planning as early as possible. List tasks for each day, leading to the event along with favorable outcomes. Sticking to a timetable will help you avoid the last-minute rush.

4. Provide enough food for your attendees

When ordering food for a large event, you should always have a headcount of the number of guests attending your event. There is nothing worse than not having enough food at your event or having an overload of leftovers. Although catering can be a more significant part of your budget, it's always worth planning a little over your estimated guest list. Attendees will never complain about too much food, but you will know they're upset if there is too short of food.

5. Do the most with your budget

Before you even call a catering company, sit down and plan out your budget. Having a well-thought-out budget will help you, but it will also help your catering company give you a realistic quote and allow them to provide you with an appropriate range of menu items to choose from. The success of your event has a

lot to do with your planning. Catering should be one of your event's unique requirements, so you will need to prioritize accordingly.

6. Tailor the menu to the time and guests

Make sure that the majority of your food options match the event that you're planning. If your event takes place in the early morning, you may want to consider lighter food options, such as salads, sandwiches, and soups.

It's also important to tell your caterer if there is anything specifically that you need to have at your event. Be clear about what you want and don't want, so there are no surprises on the day of your event.

7. Start the planning process as soon as possible

To avoid last-minute decision making, start the planning process for your event as soon as you can. Even if you don't know the event's details, take the time to create tasks that lead up to the big day of your event. This will help you stay organized and make sure everything is set for your big day. You can even try coming up with a list of questions to ask your caterer, so there is no confusion on the days leading up to your event!

The Don'ts

1. Don't ignore dietary restrictions

When planning an event with catering, you need to be aware of possible dietary restrictions and allergies. It's always best to provide a few gluten-free, vegetarian, vegan, and nut-free options. When serving these options, it's also a great idea to provide signage for your guests, so they aren't grabbing anything they may not be able to have. Try giving your guests the opportunity to share their dietary

restrictions with you before the event, so you can make sure they have plenty of options to choose from.

2. Don't add guests to the finalized list

Although your catering company is often willing to make accommodations that will help you, it's never a good idea to add more people to your finalized guest list. Adding more guests at the last minute will make preparation more difficult for your caterer.

3. Don't reject caterers suggestions to save money

If your catering company is suggesting to you, it's because they feel like it would best to incorporate it into your event. If it's outside of your budgeted price range, at least consider it before rejecting the idea. You don't always have to agree with your caterer, but you should at least consider their advice!

4. Don't try handling everything yourself

You will achieve more by delegating tasks and enlisting help from others. We can offer suggestions and advice from our experience to make your event more cost effective and memorable.

5. Don't neglect communication with your vendors

Good communication is critical to the success of your event. The best vendors will be willing to work with you to help you realize the event's objectives through their experience and expertise. Make sure you keep all your vendors informed of all your expectations and be aware of their progress. Also be sure you follow up with a word of thanks after the event, too.