VALDEZ CONVENTION AND CIVIC CENTER

HELPFUL HINTS FOR ARRANGING COMMERCIAL CATERING

Before you contact the Caterer (s), take a moment to determine what you want at your event:

- Formal or informal
- Sit down service or buffet style
- Finger foods, hors d' oeuvres, or other special services
- General beverages:
  - Coffee, tea, soda, juices, milk, punch, etc.
- Adult beverages
  - Beer, wine, full bar
    - No host (guests pay for their beverages)
    - Hosted bar (host provides free beverages to guests)
- Tablecloths and napkins (the Civic Center does not provide linens)
- Centerpieces

Write up your "request for bid" or "request for quote" and send to the possible Caterers. Be sure to include the following minimum information:

- Your contact information
- Due date for response to your bid request
- Date of event and type of service
- Location of event
- Estimated number of people
- Preferred menu items, if known
- Preferred beverage items, if known
- Special requests (linens, centerpieces, etc.)
- Special dietary requests (vegetarian, ethnic, etc.)

Follow up your written request with a phone call to make sure the request has been received.

When the details have been determined, be sure to have a written agreement signed by both parties to avoid any miscommunications. Request clarification of financial details:

- Amount and due date of deposit
- Per person plate cost and what it includes
- Per item (tray, cake, etc.) cost and what it includes
- Level of services (staffing level)
- Number and cost of any linens , centerpieces, or special services
- Amount of gratuity on food and hosted bar
- When can (or can't) leftover food be taken home
- When final payment is due
- Cancellation fines or procedures