



Wedding Reception Planning..... ...We Try to Make it Simple!!!

Thank you for your recent inquiry about our catering services! We have been catering wedding receptions for 8 years. Nearly 100 families have used our services in that time. One of the reasons why is that we listen, and then deliver what you want, when and where you want it, all for a competitive price. We care! Several meetings are normally needed for the planning to be complete. Use these ideas to stimulate your thought process on your wedding day expectations. We would like to not only meet your expectations we would like to exceed them.

TEN STEPS TO PLANNING YOUR RECEPTION

- 1) Choose your location and reception time.
- 2) Decide the type of reception: Buffet, Sit-Down, Stations, Cocktail Party
- 3) Choose your caterer-ask many questions:
 - Are you licensed and insured?
 - Are your menus custom designed for me?
 - Do you provide decorating services?
 - Will you do a wedding cake?
 - How many staff will work my reception?
 - How is your food prepared?
- 4) Select a menu
- 5) Choose beverage service
- 6) Consider your wedding cake options

- 7) Rental Items: Linens and Napkins, (Color Scheme), Tables, Chairs, Tents, Etc...
- 8) Choose Floral Centerpieces and Cake Tops
- 9) Select Invitations and Imprinted Items
- 10) RELAX AND LET PINELLI-MARRA FINE CATERERS DO ALL THE WORK!

Timeline for your Reception:

Two Weeks before your Wedding Reception

- Begin Seating Plan for Caterers
- Notify Caterers of your final count and confirm details
- Schedule Walk-Through at Venue for Catering Team
- Meet the Event Coordinator for your Special Event
- Payment; PM Fine Caterers expects payment in full 10 days prior to your event. Payment can be by credit card or check.
- Services; the pricing for your event does not include any gratuity for the serving staff. PM Fine Caterers policy on gratuity is that we feel tipping is to your discretion and is graciously accepted by the event staff. If you decide to tip, we ask that the gratuity be in equal increments for the staff at your event. PM Fine caterers can provide you with the appropriate guidelines if requested.
- Extra meals for vendors are half-price; please let us know how many vendor meals we are responsible to feed. Vendors include; Band, DJ, Photographer and your Event Planner and staff.
- If you are the host providing alcohol, please let us know where you will leave the alcohol for our bartenders to start the bar set-up.



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