



workavelle

Make it a celebration.

PLANNING WORKSHEET / 1 OF 2

One good brief. A clearer start.

Fill this in before asking for quotes. Mark estimates and open questions clearly. Keep personal contact details and the full private address out of any public copy.

Occasion and event date

Confirmed date or still flexible?

Venue area and type

Town / county or outward postcode district; indoor, outdoor or both?

Guests for each food service

Separate day guests, evening guests, adults and children where relevant.

Food and service style

Buffet, sharing, plated, street food, BBQ, private dining or another idea.

Budget and scope

Total or per-guest guide; say whether staff, equipment and travel must fit within it.



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The details that shape the quote.

Timetable

Arrival access, setup deadline, food service, clearing and final collection.

Venue arrangements

Who confirms caterer approval, kitchen access, power, water and unloading?

Food requirements to discuss privately

Ask what the caterer can safely accommodate; avoid guests' names or medical histories.

Who supplies what?

Staff, tables, crockery, cutlery, kitchen equipment, waste and weather arrangements.

Still to confirm

List the question, who will answer it, and the date you need the answer.

Start your free catering enquiry

Free enquiries during launch. Replies and bookings are not guaranteed. Confirm the final service, contract and payments directly with your chosen caterer.