



37 Saugatuck Avenue Westport CT

P: 203 438 5382

F: 203 490 0968

E: rcollyer@collyercatering.com

Web: www.collyercatering.com

Wedding Checklist

First things first.....

Congratulations!

You are about to embark on a most wondrous and stressful adventure of a lifetime. (Did we mention stressful?!). That said, with careful planning, and attention to every last detail, the big day will come off without a hitch. We are here to assist with whatever aspects of planning you require help with, so sit back, admire your ring, and let us attend to the details!

Our Planning Services

Your wedding reception is by far the most amazing way to celebrate the start of your new life as a couple. It can also be the most overwhelming aspect of your planning! Most brides do not hire caterers, scout venues, select rentals and tenting or plan such intricate events prior to planning their big day. As professional event planners, this is what we tackle 365 days a year, so trust our expertise and connections to help make your day memorable and stress free.

WHAT WE HANDLE

If it involves menu, beverage, venue, tenting, rentals, valet, décor, staffing or logistics, we can handle it for you. If you need a planner to handle even more (think invitations, bridal beauty, dresses), we have some of the most talented wedding planners in the biz on speed dial and can put you in touch before you can decide on a date.

WHAT WE DO

We specialize in the unique and eclectic, and love a couple who come to us with a concept that is outside the box. We have taken on picnics in November, outdoor harvest dinners in October, as well as classic plated dinners and family style feasts for our wedding clients. We love a new challenge, and enjoy bringing all the pieces of the puzzle together to insure a seamless and successful event. Our team will take on as much or as little of the process as needed. Come to us with your vision, no matter how quirky it may seem, and we will make the magic happen.

HOW IT WORKS

Planning a wedding celebration is a wonderful and stressful undertaking, and you must be comfortable with who you entrust this all important day to. To see if we are the right fit for you, we offer an initial consultation free of charge. Think of it as a

meet and greet where you can learn about us and we can get a sense of what you are seeking in your perfect celebration. Our brides come to us at different stages of planning, so sometimes the stage is set and it is simply a discussion of menu. Other times it is a vision which needs a location before food can even come to the table. Since what we do takes time, we ask that you be up front with us about your intentions, budget, and most importantly, what your dreams are.

Since we are a full service catering company, we offer a variety of options to choose from.

Full Service Planning:

This is our full service planning option. From soup to nuts, we will handle it all for you. Site scouting, menu coordination, rentals, linen selection, bar planning, staffing, cake tasting, and more. With this option, we provide an onsite coordinator who will work with your wedding planner to develop an event schedule and insure that every last detail is attended to on the big day. Since every wedding is different, we bill our services hourly, with a 20 hour minimum for this option. Rates furnished upon request.

Full Service Catering:

With this option, we handle all menu, rental and liquor coordination, as well as staffing and assistance with linens for your chosen location. This option is great for those who either want to handle some aspects of their own wedding planning, or who have hired a coordinator to handle some of the site details. Also perfect for weddings to be held at private homes or estates.

Rehearsal Dinner Catering:

If you have chosen your local club or wedding destination, but know you want a unique rehearsal dinner for the night before, we can still assist! We have a number of local venues that we can recommend for this all important event, as well as menus that range from casual to elegant to compliment the big day's festivities.

After Party Catering:

Moving to a more casual location after the reception? Want to keep the guests on their feet? Our Late Night catering options are perfect for this type of crowd. Handmade pizzas, cold buffets and more to keep people partying.

Post Wedding Brunch:

Since we all know the wedding doesn't end with the tossing of the bouquet, we also provide our catering services for post-wedding festivities. Whether a formal brunch at home, or a casual bite as out of town guests hit the road, we can help!

The Cost Considerations

Having an event at an offsite location or private home is known as off premise catering for several reasons. The food is prepared elsewhere and brought in, the tables, chairs and service pieces need to be brought in (as well as restroom facilities in some cases) and décor is often created from scratch. The advantages are that you get to create your own unique celebration, unlike anyone else. But, with that advantage, come several cost considerations that need to be laid out.

- 1) Venue rental fee-unless you have a private home to host in, this is an important cost to factor into your overall budget
- 2) Tenting-not always required, but if you are having a garden wedding, you have to plan in case of rain, and tenting may be the only way. Also, for some locations, the kitchen will need to be sited in a tent.

- 3) Rest Room facilities-again, not always a consideration, but if you are hosting at home and the plumbing is 50 years old, think about those 150 guests tramping through, and you may find this a very cost effective option in the long run.
- 4) Rentals-some venues will supply tables and chairs, but you may not love the style, or need additional seating. You will also need to bring in plates, flatware, service items, coffee makers, glassware etc, as most rental locations do not provide them.
- 5) Catering-the important stuff! Do you want to have a cocktail reception or a full service dinner? A luncheon or champagne and cake? An important consideration in choosing your venue, and deciding where to put your dollars and sense.
- 6) Liquor-for several years, it was acceptable and the norm to serve only wine and beer for a wedding reception, in addition to the champagne toast. These days, full bars are back in vogue, with specialty martinis and small batch Scotch. You are always the best judge of your guests drinking habits, so are the best person to decide! Also, the liquor companies that we work do consign their items, so will take back the bulk of the unused items
- 7) Cake-not only is this a focal point of wedding lore, and on display for much of the reception, the cake says a lot about the bride and groom. Since you determine cake flavor, style, filling, etc., much of your personality is reflected! Most wedding cakes run between \$4 and \$10 per slice, and we have several bakers that we highly recommend.
- 8) Staffing-another important aspect of your costs, and also reflective of the type of reception you plan to have. A cocktail reception will not require the same number of service people that a plated meal will!
- 9) Flowers-again, highly reflective of an individual's personality and requirements for their day, flowers can either be a large portion of your budget, or not. We have several vendors that we recommend, with a range of styles and pricing options.

Just a few FAQ's

- 1) I am a vegetarian, and many of my guests are as well. Can you create a stylish vegetarian menu for my guests?
OF COURSE! This is certainly a possibility (ask us about the breaded tofu we sampled for a bride), and we pride ourselves on creative and flavorful ideas!
- 2) We want to have a cocktail reception, but are concerned our guests will go home hungry. What do you suggest?
We pride ourselves on serving filling, hearty hors d'oeuvres for this type of crowd, and while our food is unique and creative, it is also satisfying. There is nothing worse then guests that say they left an event hungry!
- 3) My fiancée wants to have a clam bake reception, but I prefer an elegant cocktail hour. Help!
We handled this for a client several years ago at Weed Beach in Darien. We came in and provided an elegant sunset cocktail hour, which was followed by a casual clambake on the beach. The bride booked the clambake herself, and we cleaned up and got out of the way!

