

How to Use this Checklist

When you start planning, you may not know all these elements. As you decide how to handle each element please let us know about your plans.

We have suggested 3 different times for you to begin tackling these 9 items so it does not feel too overwhelming: Upon Booking, 3 Months Before Your Event, and 6 weeks before your event.

Upon Booking

Get us your Menus!

Having a copy of your food menus and/or bar menus help us make sure you have the right amount of staff and time to help you achieve your menu goals.

Choose your Service Style

A service style of stationed appetizers and one buffet location is assumed.

If you are wanting: action stations, more than one buffet line, tray passed items, family style service, or plated service, this will need to be discussed well in advance, and taken into account as we recommend staff numbers

Tables and Bar Set-Ups

Many venues have all the tables you need. Many have their own bar set-ups. BRES does not automatically provide tables or bar set-ups. These can be also be rented by the client or planner if not part of your venue package.

3 Months Out

Catering Equipment

BRES does not provide Catering Equipment for your meal. How is this being provided? We can consult with planners regarding rental.

Guest-Ware

Are you using China/ Glassware/ Flat-ware or Disposables?

Have you made arrangements for either rentals or disposable guest-ware? BRES does not provide rentals. We do have a disposable package available upon request before final payment.

Ice

Does your venue have ice machines/ coolers? Do you need ice delivery? Is it on your invoice?
Please note, we max out at 300# ice.
If your event requires more than 300#, you will need to contract an ice trailer for your event. We recommend 2#/guest.

6 Weeks Out

Delivery

Who is delivering? When?

If us: We should discuss the timing of your delivery with you or your planner.

Last minute delivery bookings will be contingent on that date's existing delivery schedule.

Guest Count

What is your guest count? If your guest count has changed, your staffing numbers may change. Before Final Payment, we need your best guess. Include children over 3. They eat and drink too.

(It takes just as long to pour a coke at it does to pour a beer.)

Timeline

Does the timeline on my invoice match my final timeline? BEFORE you make your final payment, please ensure your timeline is correct!