**CATERING RUN SHEET**

Please fill out this form and add as much detail as you like so we can get your catering perfect. All prices are in the catering and drinks menus. If you have any questions, just contact our team. You will also need as copy of the catering and drinks menu to select the menu items and input them into this form.

Partner One Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner One Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner Two Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner Two Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding Arrival Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding Checkout Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding Ceremony Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you having an arrival event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ceremony Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ceremony Finish Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your wedding fully vegan or fully vegetarian? (Or anything else to note) **\_\_\_\_\_\_\_\_**

**Today’s date:**

**ARRIVAL WELCOME PARTY**

**NUMBERS:**

|  |  |
| --- | --- |
| Number of adults: |  |
| Number of children under 12: |  |
| Vendor Meals:  This is just if you would meals provided to your vendors (florist, band, photographer etc) |  |
| Start time: |  |
| Dietary requirements: |  |

**FOOD OPTIONS:**

|  |  |
| --- | --- |
| WELCOME PIZZA NIGHT UNDER THE STARS  A mix of fresh-cooked pizzas, antipasto, dips |  |
| FOOD STATION  Choose from Mediterranean Mezze / Bougie Burger Bar / Tacos & Nachos Night |  |

**DRINKS**

Pay for drinks anyway you like, your shout, guests pay or a combination of both (you pay beer and wine, they pay for their own cocktails etc). The veggie garden has its own private bar which will be open and staffed for your welcome night and can include any of the following:

Red Wine

White White

Prosecco

Champagne

Your choice of beer

**Your choice of**

**Two cocktails:**

Espresso Martini

Aperol Spritz

Limoncello Spritz

Margie

**Your choice one to two spirits**

Vodka

Gin

Whiskey

Bourbon

Non-Alc options

Sodas

**DRINK PAYMENT OPTIONS: SELECT ONE:**

|  |  |
| --- | --- |
| On consumption paid by the guests |  |
| Tab paid by the couple |  |
| Drinks package (please list which package) |  |
| Combination (please explain the combination of payment options you would like to use) |  |

**TAB PAYMENT:**

If you are going with TAB option, we’ll use the credit card details provided in your wedding contract. Please sign the authorisation below:

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WELCOME NIGHT ADD ONS:**

Please select any of the following add ons for your welcome night, prices as per the wedding contract:

|  |  |
| --- | --- |
| PHOTOBOOTH | YES / NO |
| FAIRY FLOSS | YES / NO |
| GELATO BIKE | YES / NO |
| CHAMPAGNE TOWER | YES / NO |

NOTES:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WEDDING DAY**

**BREAKFAST**

|  |  |  |  |
| --- | --- | --- | --- |
| Have you added an additional buffet breakfast? | Y/N | TIME: | PAX: |
| Are you arranging lunch for your guests? | Y/N | TIME: | LOCATION: |
| Plans for Lunch |  | | |
| Dietary Requirements |  | | PAX |

**PRE -CEREMONY:**

We can add drinks for your guests as they walk into the ceremony:

|  |  |
| --- | --- |
| Beers Boys  (it’s like flower girls but instead of kids handing out flowers, it’s groomsmen handing out beers) | YES / NO  How many bottles of beer: \_\_\_\_\_\_\_\_  Beer of Choice |
| Bar | YES / NO  How many glasses of bubbly: \_\_\_\_\_\_\_\_  Bubbles of choice  How many bottles of beer: \_\_\_\_\_\_\_\_  Beer of Choice |
| Time: |  |

**POST CEREMONY:**

We can add drinks for guests immediately after the ceremony, set up at the back of the chapel:

|  |  |
| --- | --- |
| Champagne Tower | YES / NO  How many glasses:  30 / 55 |
| Time: |  |

**COCKTAIL HOUR FOOD:**

The wedding terrace and garden is the perfect spot for a cocktail graze.

|  |  |
| --- | --- |
| Would you like a cocktail grazing table? | YES / NO |
| Time |  |
| Location  (we suggest directly outside the wedding hall) |  |
| Would you like canapes: | YES / NO |
| Dietary requirements: |  |

**List Cocktail hour Canape Selection:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COCKTAIL HOUR DRINKS:**

**DRINK PAYMENT OPTIONS: TICK BOXES YOU WANT:**

|  |  |
| --- | --- |
| On consumption paid by the guests |  |
| Tab paid by the couple |  |
| Drinks package (please list which package) |  |
| Combination (please explain the combination of payment options you would like to use) |  |
| Do you want to add a cocktail package: |  |
| Do you want to add a spirit’s package: |  |
| Do you want to add a champagne tower: |  |
| Do you want to add a cocktail round: | How many:  Which cocktails: |

**WEDDING DINNER**

**FOOD NUMBERS:**

|  |  |
| --- | --- |
| Number of adults |  |
| Number of children under 12 |  |
| Vendor Meals:  This is just if you would meals provided to your vendors (florist, band, photographer etc) |  |
| Start time |  |
| Finish time |  |
| Location |  |
| Dietary requirements |  |

**Do you request any of the below?**

|  |  |
| --- | --- |
| Woods White Napkins |  |
| Woods White Tablecloths |  |
| Woods Printed Menus (Options Below) |  |
| Woods Cutlery |  |
| Woods Plates |  |
| Woods Glassware |  |

**STATIONERY OPTION:**

Please choose which menu card you would like your main reception meal information printed on: Option 1, 2, 3, 4. You can view the different options here:

<https://www.thewoodsfarm.com.au/resources>

Please note: Printed on thick card paper, 200gsm.

**DINNER STYLE: SELECT ONE:**

|  |  |
| --- | --- |
| Food Stations Cocktail Style  List Choices in Option 1 Below |  |
| Canapes Cocktail Style  List Choices in Option 2 Below |  |
| Shared Feast  List Choices in Option 3 Below |  |
| Three Course Alternate Drop Plated  List Choices in Option 4 Below |  |

**FOOD SELECTIONS:**

KIDS MEALS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOOD SELECTIONS:**

1. FOOD STATION

Which option: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. CANAPES COCKTAIL STYLE:

List 3 cold canapes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List 3 hot canapes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List 3 substantial bowls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. SHARED FEAST

List 2 Entrées \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List 3 Mains \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List 3 Sides \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. PLATED 3 COURSE

List 2 Entrées \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List 2 Mains\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List 3 Sides \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List 2 Desserts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDITIONS** :

We can add any of these additions to your meal:

|  |  |
| --- | --- |
| Oyster Bar |  |
| Prawn Bar |  |
| Extra Canapes |  |
| Extra Substantial Canapes |  |
| Dessert Bar |  |
| Gelato Bike |  |
| Fairy Floss Station |  |

**WEDDING NIGHT DRINKS**

**DRINK PAYMENT OPTIONS: SELECT ONE:**

|  |  |
| --- | --- |
| On consumption paid by the guests |  |
| Tab paid by the couple |  |
| Drinks package (please list which package) |  |
| Combination (please explain the combination of payment options you would like to use) |  |
| Do you want to add a cocktail package: |  |
| Do you want to add a spirits package: |  |
| Do you want to add a champagne tower: |  |

If choosing a package:

1. List your red wines
2. List your sparkling wines
3. List your white wines
4. List your beers

If you are doing a cocktail package, list your 3 cocktails:

If you are not doing a cocktail package, we can offer three cocktails on consumption to be paid by guests chose from the following:

Negroni, Aperol Spritz, Espresso Martini, Margarita, Old Fashioned, Gin Sour, Amaretto Sour, Cosmo

**LATE NIGHT SNACK**:

What time would you like the late-night snack to be served:

Notes regarding late night snack:

**BREAKFAST**

Our standard wedding package includes breakfast for all inhouse guests. You can add additional guests for $25pp. Breakfast is served between 8:30am – 10:30am. There are veg, vegan and gluten free options served. See pics online under WEDDINGS/BREAKFAST which includes pictures of our buffet.

**NUMBERS:**

|  |  |
| --- | --- |
| Number of adults: |  |
| Number of children over 12: |  |
| Number of children under 12: |  |
| Vendor Meals:  This is just if you would like vendors to have breakfast (florist, band, photographer etc) |  |
| How many offsite guests would you like to add for breakfast. |  |
| Dietary requirements |  |

NOTES:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BREAKFAST DRINKS**

Breakfast includes instant coffee, tea and juices. For an extra cost, you can add a mimosa bar, bloody mary cart or barista-made coffee. Please select any additions:

|  |  |
| --- | --- |
| Barista Made Coffees | Tab for your guests / On consumption paid by the guests. |
| Mimosa Bar | YES / NO |
| Bloody Mary Bar | YES / NO |