

HERE'S A SIMPLE BREAKDOWN OF WHAT TO EXPECT & WHEN
TO HELP YOUR PLANNING STAY STRESS-FREE AND ON TRACK

👁️ INITIAL STEP:

REVIEWING YOUR BUDGET

Before moving forward, it's important to make sure the initial proposal aligns with your budget. While some adjustments to the menu or service style may shift the final total slightly, the proposal is a strong estimate of overall costs.

Our goal is for you to feel confident about at least 95% of what's outlined, knowing that the final number will likely land close to this starting point.

🍴 NEXT STEP: SCHEDULE A TASTING

Let's schedule a tasting at our kitchen to sample some of our signature dishes and talk through your event vision.

This is a great way to confirm that we're the right fit for your event before booking. We can go into details about menu, service and the proposal.

🍷 FALL MADLY IN LOVE WITH YOUR CATERER

You've tasted the food, seen the proposal, and ready to say "yes to the chefs"!

✅ AT BOOKING - 30% DEPOSIT DUE & CONTRACT SIGNED

Locks in your date on our calendar — no need for final guest count or menu selections just yet. We'll guide you through all of that closer to the big day. You'll also sign the contract — it's not quite a marriage license, but it's close!

📅 6 MONTHS BEFORE YOUR EVENT RENTAL CHECK-IN

We'll check in on rentals like plates, flatware, glassware, and linens. We'll coordinate directly with your rental vendor

🕒 2 MONTHS BEFORE YOUR EVENT

Draft Timeline + Plated Entrée Counts (if applicable)
If you're having a plated meal, we'll need your entrée counts for each option
We'll also ask for a rough event timeline so we can begin coordinating staffing and prep

📌 1 MONTH BEFORE YOUR EVENT

Final Details Due
Final guest count (including vendors and kids)
Final menu selections
Remaining balance paid in full

📅 2 WEEKS BEFORE YOUR EVENT

Final Timeline + Guest Entrée List (if applicable)
Submit your finalized timeline
For plated meals, please send an organized list of guest entrée selections by table, with any allergies or dietary restrictions clearly noted.

🕒 WEEK-OF TOUCHPOINT

We'll check in to confirm everything is in place — from arrival times to final logistics — because nothing says "I do" like a well-organized timeline.



How Staffing Works

We provide a professional team tailored to your event. Staffing depends on your service style, guest count, layout, and timeline — all to ensure smooth, attentive service so you can relax and enjoy the celebration.

CORE TEAM INCLUDED IN FULL-SERVICE EVENTS:

CHEF – Oversees all food prep and on-site cooking.

KITCHEN SUPPORT – Assists with prep, plating, and keeping things running behind the scenes.

CATERING LEAD – Your on-site coordinator making sure staff, service, and timing all flow smoothly.

SERVICE STYLES & STAFFING NEEDS

PLATED DINNER – MOST STAFF-INTENSIVE

Guests are served individually at their seats, requiring a higher staff-to-guest ratio for timing, clearing, and coordination.

- Typically 1 server per 15–20 guests
- Additional kitchen staff needed for plating

BUFFET SERVICE

Staff serve guests from a central buffet line. Requires fewer servers but still staffed to keep the line tidy, stocked, and cleared.

- Typically 1 server per 25–30 guests or per buffet item
- Kitchen staff and runners handle replenishing and presentation

APPETIZER STATIONS / GRAZING TABLES

Stations are spread throughout the space for a more casual, interactive experience.

- 1–2 staff per station to restock and engage with guests
- Pairs well with a few roaming servers for passed apps



RUNNERS / SUPPORT STAFF - We also include runners to manage water stations, trash, restocking, and behind-the-scenes logistics — all the little things that make the event seamless.

WHAT OUR STAFF IS RESPONSIBLE FOR

- Setting up and maintaining all food & beverage areas we're providing
- Serving food and beverages
- Clearing guest tables of used plates, glasses, utensils, & napkins during the meal
- Restocking stations & refilling waters
- Cleaning & packing up our items
- Cleaning up our food prep & service areas to leave the space as we found it
- Packing up rental wares & collecting rental linens for pickup
- Taking out catering-related trash & recycling

WHAT OUR STAFF ISN'T RESPONSIBLE FOR

- Setting or clearing décor, centerpieces, candles, signage (outside of food signage), or floral arrangements (unless previously arranged)
- Cleaning or removing items not provided by Beau Catering, including personal décor, or other vendor equipment
- Managing event timelines or logistics not related to food or beverage service (e.g., ceremony cues, music, speeches, etc.)
- Provide assistant to outside bar vendors. This includes moving, pouring, or serving alcohol we are not contracted for

BAR STAFFING

BEER & WINE ONLY

- Typically 1 bartender per 30-50 guests, depending on flow and setup

FULL BAR COCKTAILS INCLUDED

- Requires more time per guest, so we recommend 1 bartender per 25 guests

THIS ENSURES YOUR GUESTS AREN'T STUCK WAITING IN LINE FOR THEIR DRINK

CATERING EQUIPMENT

This fee covers the essential behind-the-scenes tools and logistics needed to execute your event safely and efficiently.

It includes use of our mobile ovens, hot boxes, and cooking equipment, as well as vehicle transport, fuel, permits, insurance, and any venue fees for kitchen or catering setup.

Because every event is unique, this fee may vary depending on your guest count, venue, and menu. We'll always tailor it to fit your event's specific needs.

Note: This fee does not cover guest rentals like plates, glassware, flatware, linens, or chafers.

TRASH & RECYCLING REMOVAL

Since many venues do not provide waste disposal, we handle the removal of all catering-related trash and recycling. This includes food waste, disposables, and packaging, along with a staff member who stays through breakdown to ensure the venue is left clean.

If your venue offers on-site dumpsters or recycling, we'll adjust this fee accordingly after the site visit.

EVENT ADMINISTRATION

This fee supports the behind-the-scenes coordination handled by our sales and planning team. It includes custom proposals, menu planning, vendor communication, timeline development, staff scheduling, and overall event logistics. It ensures your event runs seamlessly—from first email to final toast.

GRATUITY

A 20% gratuity is added to all full-service events. This amount is shared among our entire team—including front-of-house and back-of-house staff, as well as those working behind the scenes who aren't on site, such as dishwashers, prep cooks, and administrative support. Every member of our team plays a vital role in making your event a success, and this gratuity ensures they are all recognized and appreciated for their contributions.

ROOM FLIP FEE

If your event requires the same space to be used for both ceremony and reception—or if a major layout change is needed mid-event—a Room Flip Fee will apply. This covers the extra staffing and coordination required to reset tables, move furniture, and prepare the space efficiently.

Fee Range: \$150–\$500, based on guest count, flip complexity, and venue layout.

Note: For rain plans, a room flip must be requested 48 hours in advance. Once confirmed the fee is non-refundable.

WHAT'S INCLUDED WITH FULL-SERVICE CATERING

ON-SITE COOKING
& FOOD PREPARATION

CAKE CUTTING & SERVING

ALL NECESSARY STAFFING:
CHEFS, SERVERS, BARTENDERS
(as outlined in your proposal)

SETUP AND BREAKDOWN OF FOOD,
BEVERAGE STATIONS, & PLACE SETTINGS

SERVING EQUIPMENT:
PLATTERS, SERVING UTENSILS,
BEVERAGE DISPENSERS, & SIGNAGE

BASIC BAR SETUP:
COOLERS, ICE TUBS, WINE KEYS,
GARNISH CONTAINERS, ETC.

EVENT COORDINATION SUPPORT:
TIMELINE MANAGEMENT & VENDOR
COLLABORATION ON EVENT DAY

WHAT'S NOT INCLUDED

GUEST RENTALS:
CHAFERS, PLATES, GLASSWARE,
FLATWARE, NAPKINS, & TABLE LINENS

TABLES AND CHAIRS

DECOR ITEMS
CENTERPIECES, CANDLES,
SIGNAGE BEYOND FOOD LABELING
TENT, LIGHTING, OR AV EQUIPMENT

VENUE RENTAL FEES

BAR PACKAGE/ALCOHOL
(UNLESS INCLUDED IN YOUR PROPOSAL)