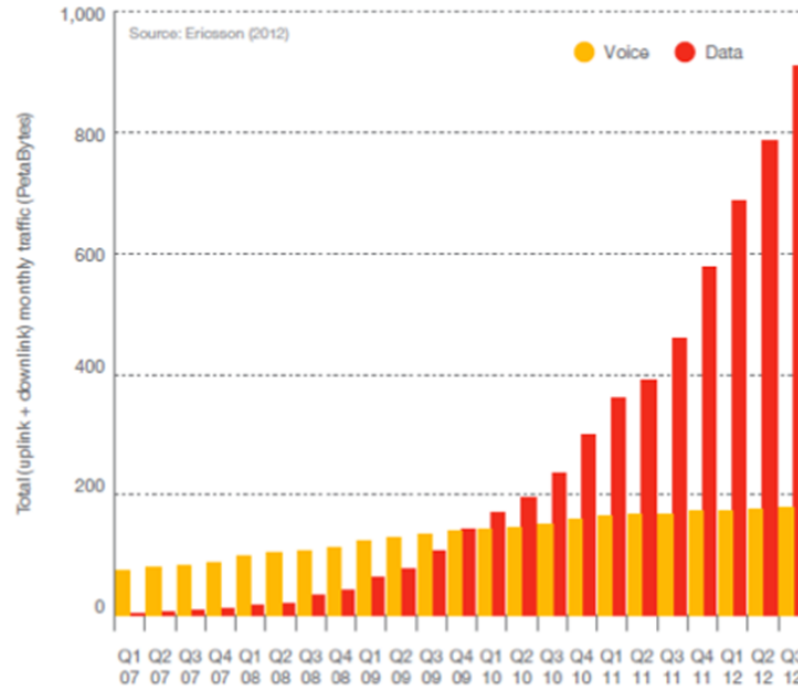


Catersource + The Special Event™

Special Event Recon: The Ultimate Site Walk Thru Guide for Off Premise Catering!

Roy Porter
Activities Director
Engage Works

Why Inspect?



1. Avoid Surprises! “No NETMA Badges”

**2. Discover Opportunities
Increase Revenue!**



Goals of the Site Inspection:

Inspect; What is and not, there

Avoid Surprises

Gather; Information

Recommendations; To Client = Upsell

Decisions...

Session Objectives

- Expose you to thinking concepts:
 1. Questions to ask and get answered
 2. Issues to look at - for
 3. Notes for follow up
- Checklist
- Better Planning
- Less Stress
- Be More Professional
- Difference from your competitors
- A **Positive Wow Experience** for the guests!



Lotsa' Information:
Relax- absorb. Take Notes send any questions to
Email: tablewizard1@gmail.com



Benjamin Zander

“It’s one of the characteristics of a leader that he not doubt for one moment the capacity of the people he’s leading to realize whatever he’s dreaming!”



Automatic Hand Sanitizer



Deluxe Hand Washing

COVID Considerations Sanitizer Station

Hand Washing Stations:



Functional Vs. Fashionable



Dinner for 360 Under Endeavor Shuttle



50th Birthday in Beverly Hills - DTLA in Background



Beach Boys Intimate Concert for 300



“The Who” plays at backyard fundraising party!



- Bruma: Valle de Guadalupe (BC) Dinner Under the Olive Tree Grove



Plating 4,000 Covers For The Emmy's



Polo Field Champagne Toast, Divot Stomp for 1,000+



**Dick Clark Estate in Malibu - Dining Super Structure
Plated 4Four Courses for 300 Guests**



Live Nation Pre Grammy Party - Owl Wood Estate



Super Bowl Party: Ice Skating Rink



Step and Repeat Placement ?



Taste of LA: Interactive Step & Repeat



Ice Bar on the Second Story



Feed 5,000 lunch in 30 Minutes @ SoFi Stadium

Plated Four Course on a Polo Field 2 Minute walk from the Kitchen... 29 Tables





**Grilling for 600 Guests:
Armenian Kebabs**



**Greek Easter Roasting
Lamb for 30 Guests**



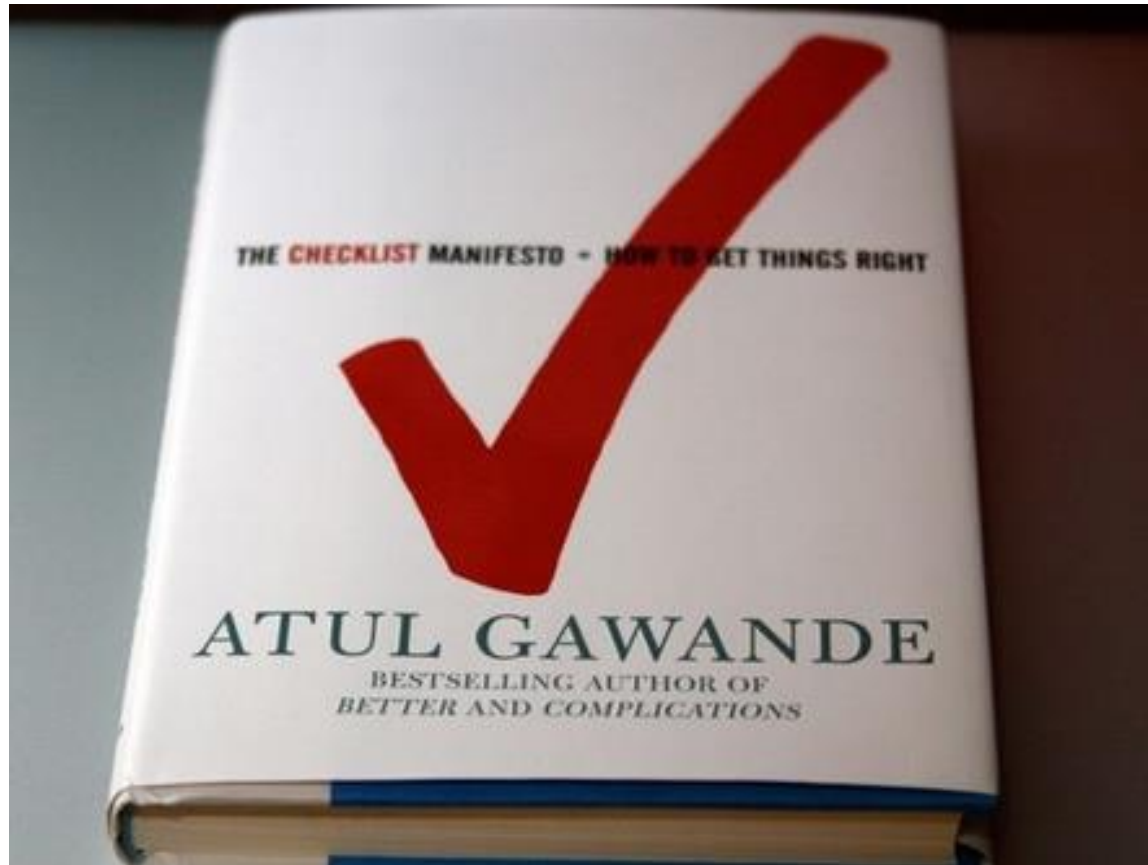
“A great film is first, made on paper”

– Alfred Hitchcock



On Line Recon, Contracts, Insurance, Refuse Removal, Noise Curfew, Tools, Security, Rentals, Tables, Chairs, parking, signage, Power, Valet Lighting, HVAC, AV, CCTV, Wi-Fi, Etc.

Request the Free 32 Page Checklist...



Required Reading: *The Checklist Manifesto*

ADD = Addition to Detail Disorder

“Details Are The Design!” -Roy’s Rule #34

Acronym: **WAGES**

W = Where & Work Area

A = Access: In-Out-Around

G = Guests Needs

E = Energy Needs

S = Service(s) Requested

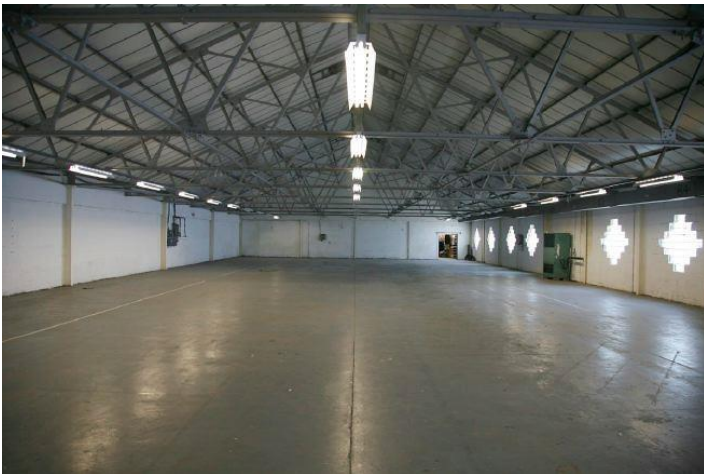
Tip: Ask, “Get your permission to ask you a few questions?”



Multipurpose Room



Private Estate: Back Yard



Warehouse



Natural History Museum

W = Where?



Huntington Beach Air Show



LA Times: The Taste at
Paramount Studios



LA Live: Across from the Staples Center



Space For Staff To Prep



Need A tent? Lighting? Power? Permits?



Wind Barrier



Commercial Kitchen Space

W = Work Area?



Damage Control: Oil Spillage & Stains



“MacGyvering” the Stove/Oven



**Special Meal Considerations:
Halal, Kosher, Nut Free, Vegan, Gluten & Dairy, etc.**



Scullery: Floor Protection



Can box trucks and vans get in and out?

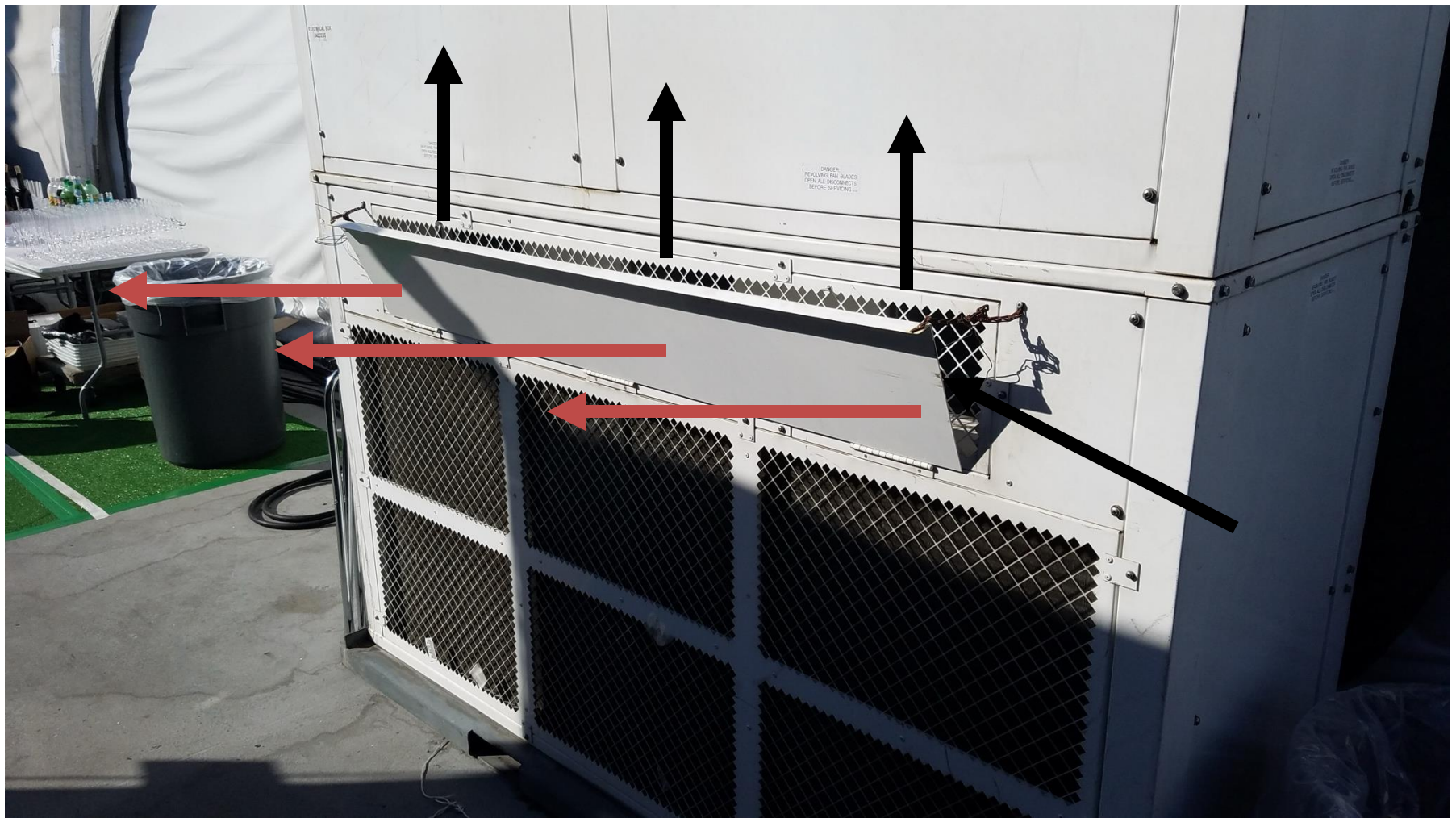


How will staff get from Kitchen to guests?

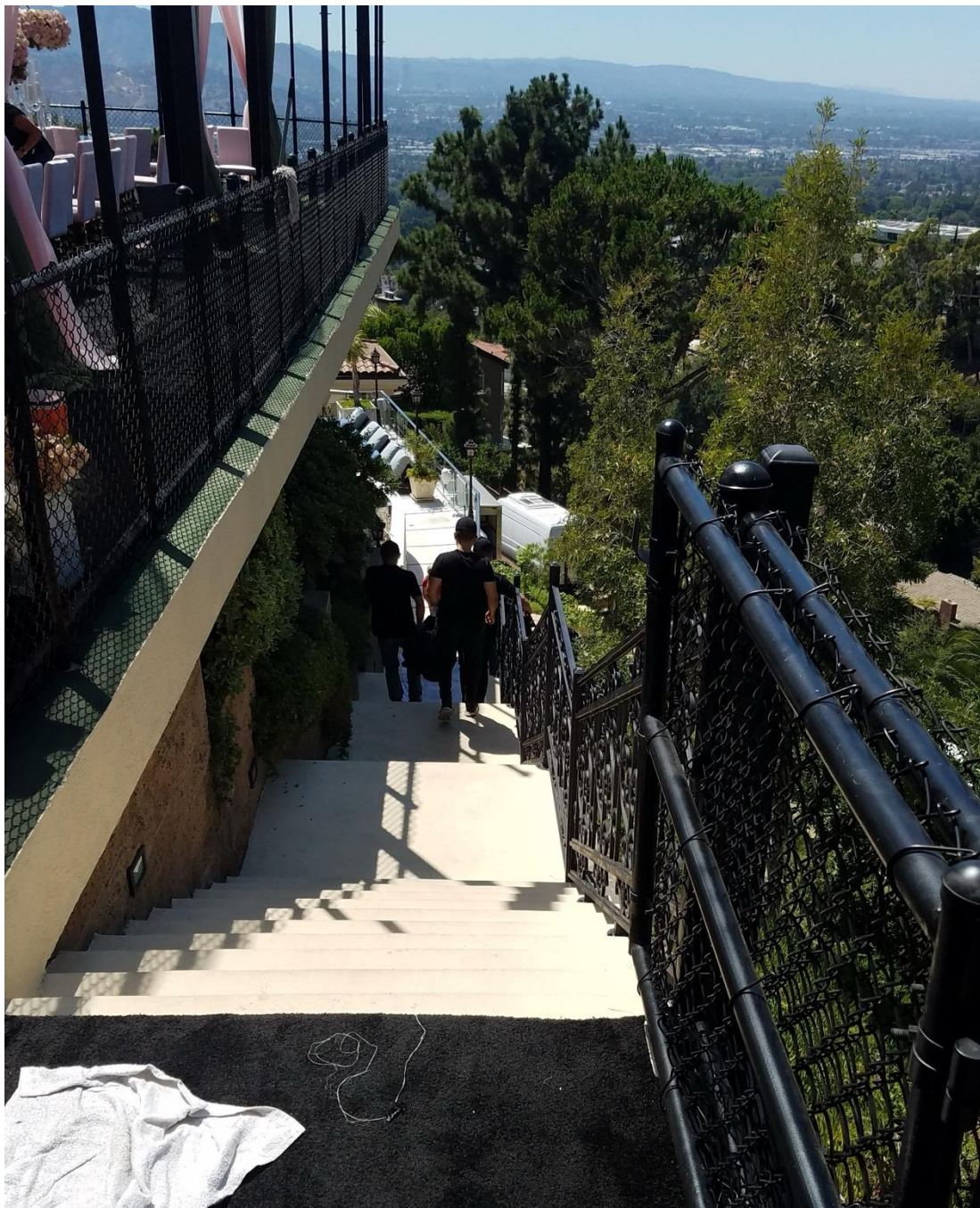
A = Access: In-Out-Around?



Staff Parking, Check in, Rest rooms, and shuttle to the site...



HVAC Exhaust Venting Into Tray Passing Servers Path



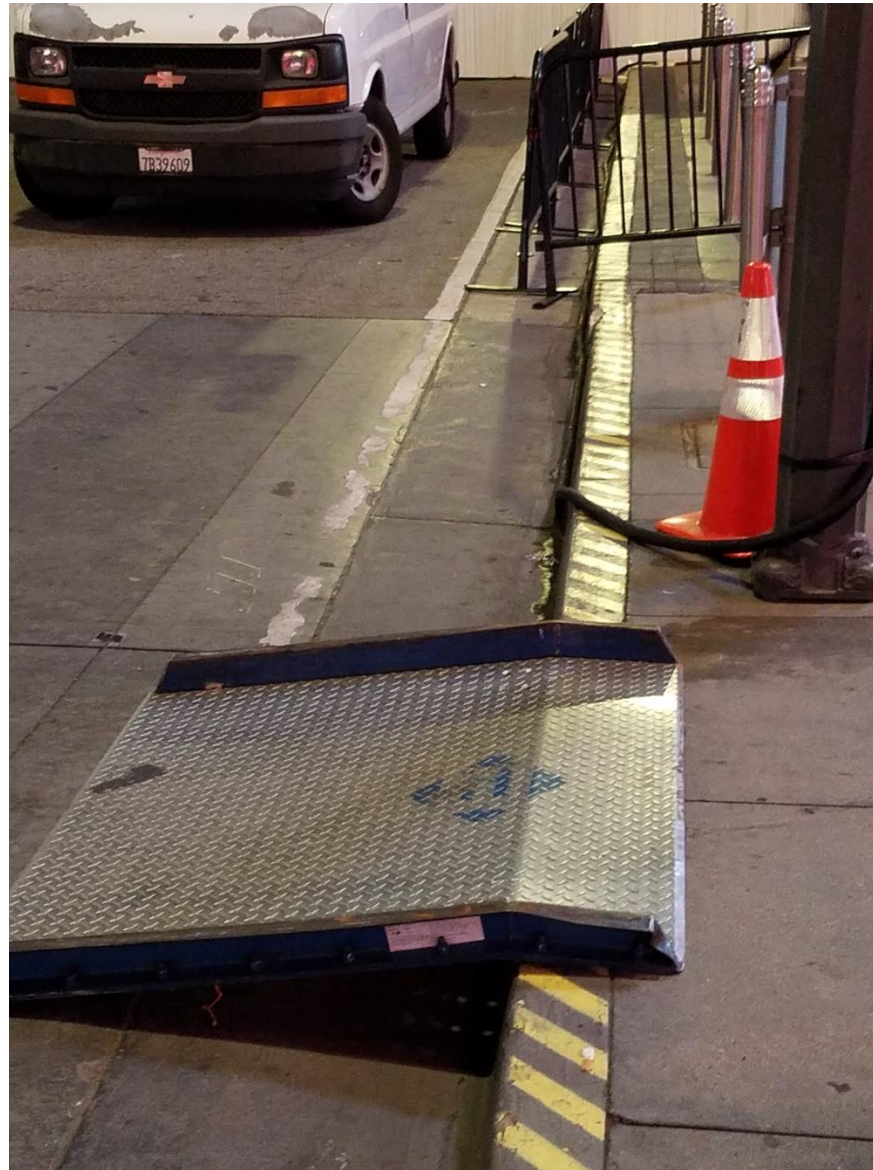
107 Steps...
to Tray Pass and
Deliver Three
Courses...
Nope. Nada. No
Way. Options



DTLA View



Catalina Island in the Distance



Need Curb Ramps?

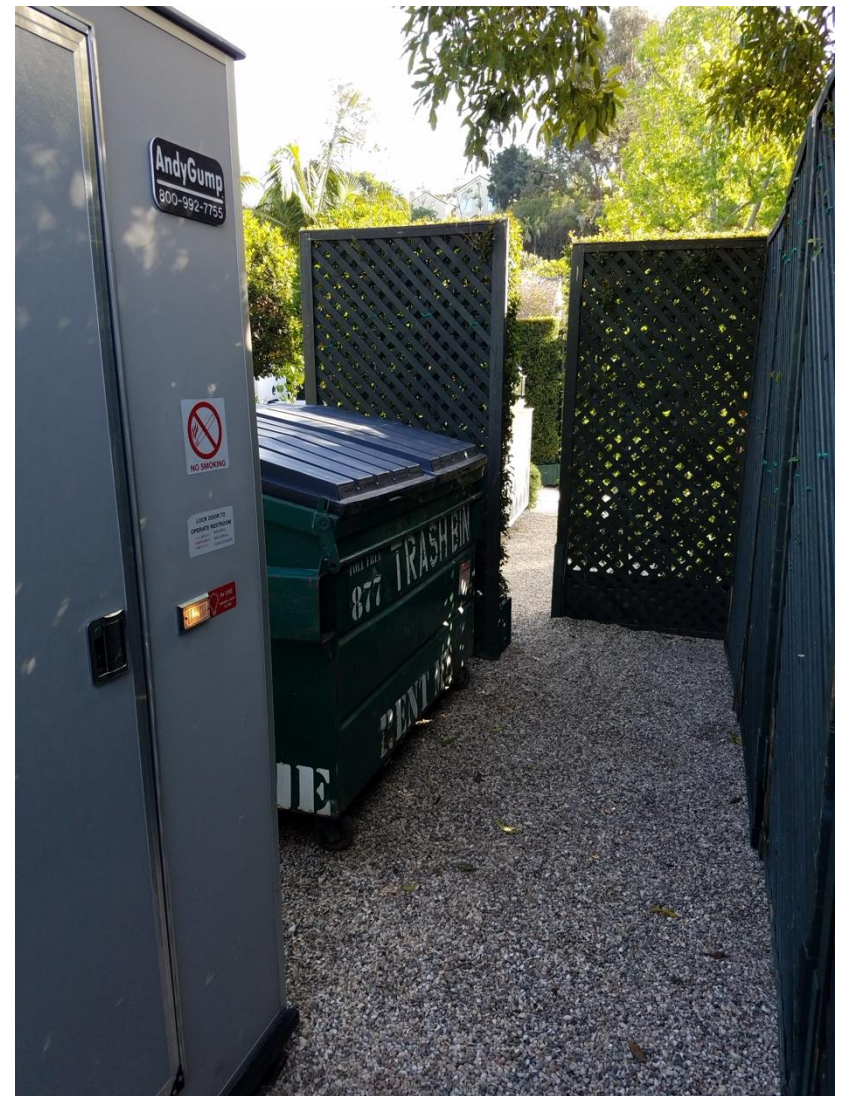


Plywood for dollies and walking



Modular Decking

Walkways – Paths to Performance!



Dolly Access, Staff Restrooms and Trash Considerations

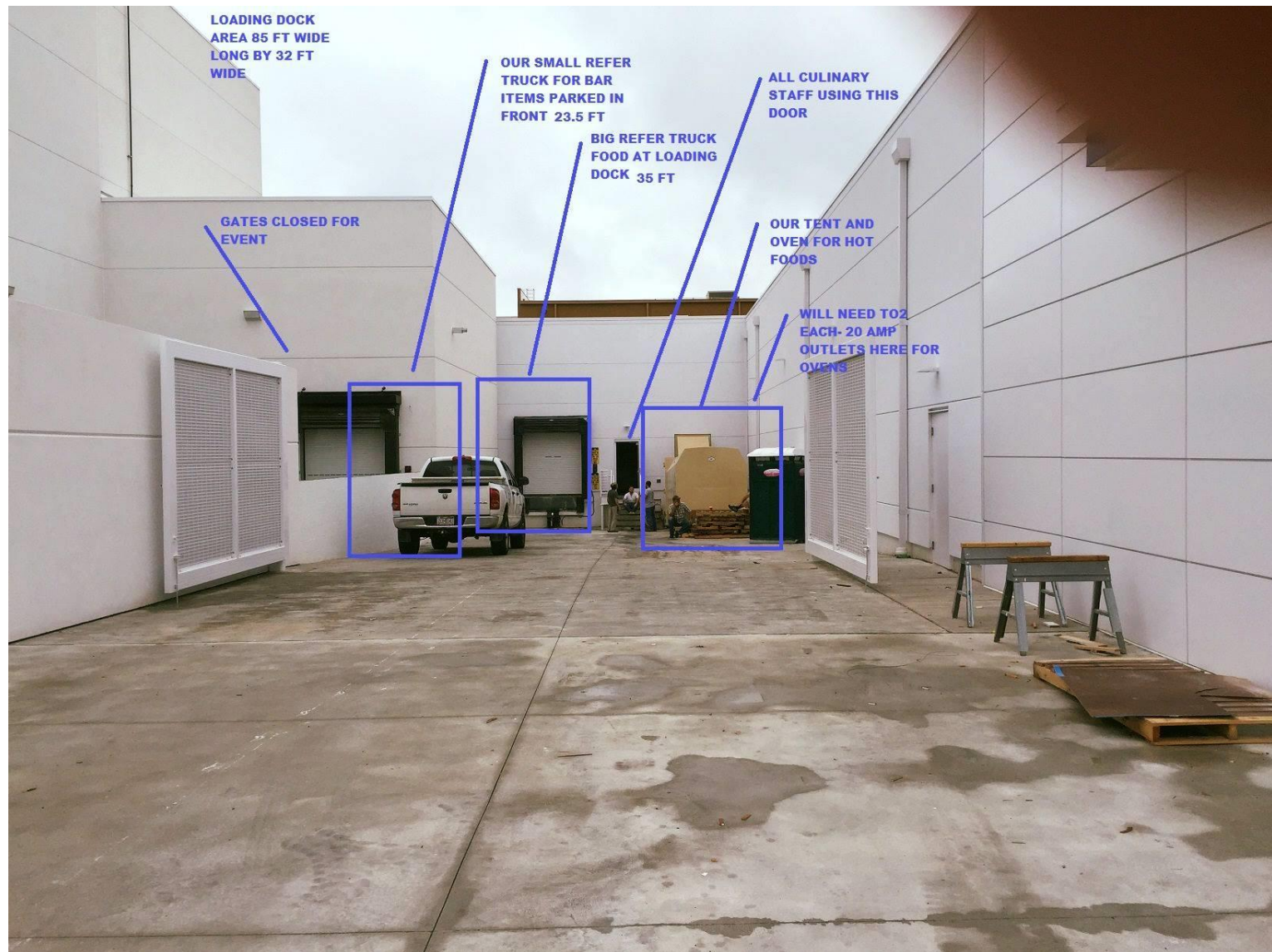


Parking-Loading Dock
Ceiling Height
Limitations



Loading dock location & height. No
roll up ramp. Yet dock leveler for
loading and unloading.

Start Building a Site Reference Database



“Think about telling the story... “-Chef Adam Gooch, Common Plea Catering



Tent(s) Need; Size, Locations, Permits, Flooring, Lighting, HVAC...



Umbrella Stand?

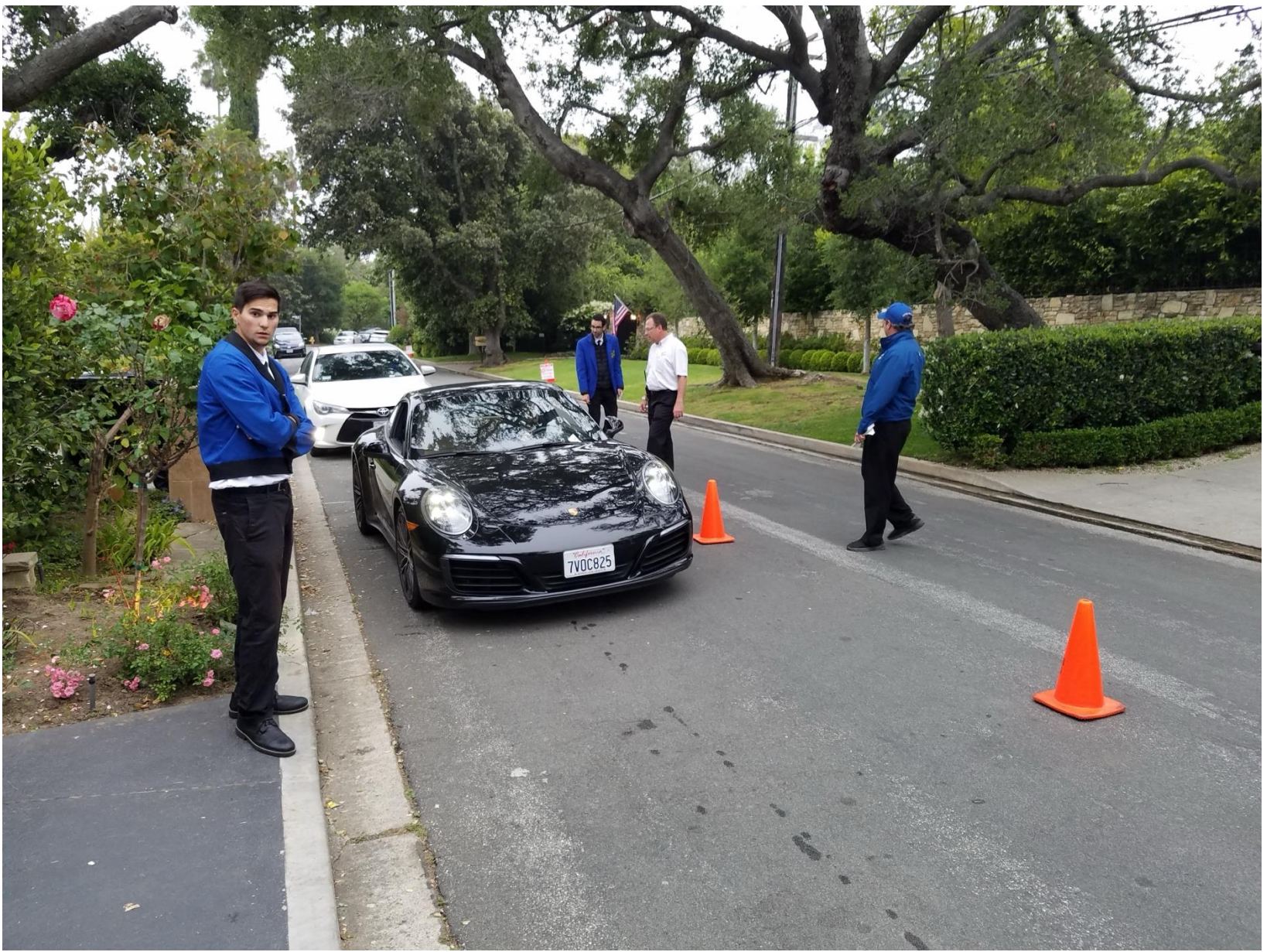


Coat Check?



Parking, Ramps,
Access, Restrooms?

G = Guest Needs?



Valet: Service, Uniform, Location, Amenities?



Keeping Guests Cool While Standing In Line



Fresh Water



Oven(s)



Generators



Flat top Grill

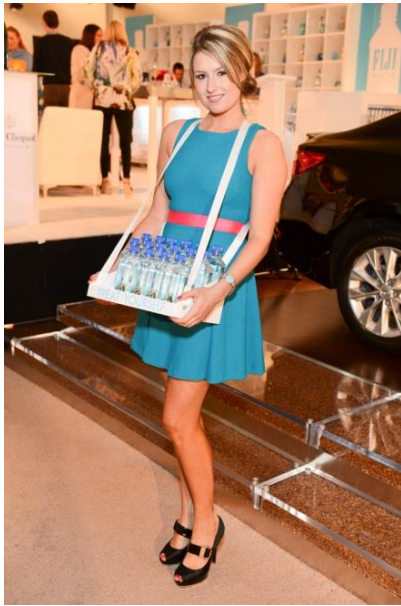


Exterior Lighting



Propane

E = Energy?



Tray Passing



Buffet



Carving Station



Plated Service

S = Service(s)



Preform "Recon" online before going onsite

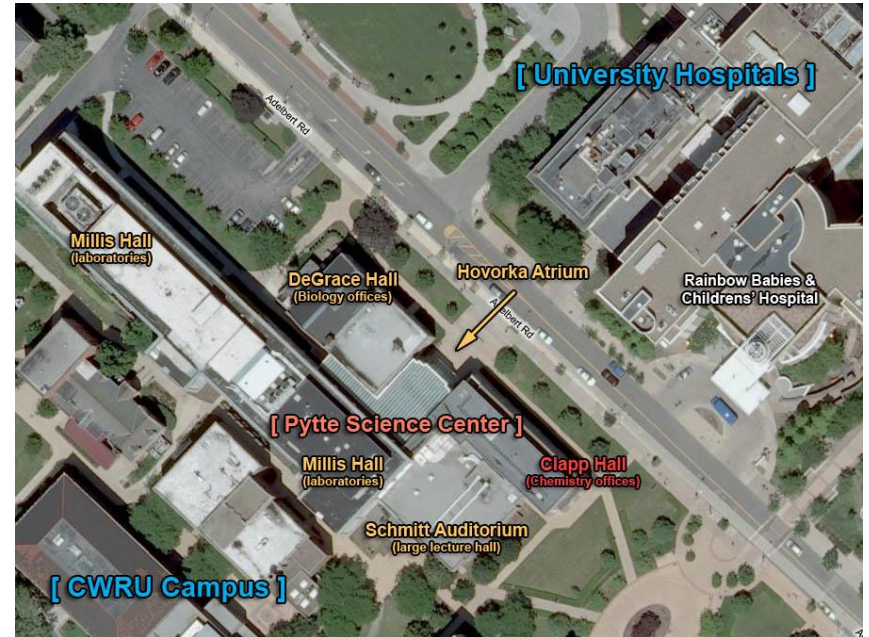
All the social Media Sites



Check Online Reviews and Social Media
Venue Name and Address



Streets and Routes:
How will staff and guests arrive?



Landmarks

Maps Online



Fuel Sources



Paramedics



Grocery

What's Near By?



Parades; Route, Street Closures



Races, Marathons



Filming



Presidential Visits

What's Happening: Day Before, Day Of and Day After?



Sun Rise: Get an Early Start



Sunset: Scheduling Photos...

Timing: Sunrise & Sunset
Weather Forecast: Sun, Rain, Wind, Snow



Check Out Event Site Webpage

Google
images



Ideas: See Options & Previous Usage



**Contracts: With Whom?
Which Parties?
Usage Fees, Commissions?**



<http://www.youtube.com/watch?v=OaiSHcHM0PA&feature=youtu.be>

Money Talk: Rental, Fees, Security, Trash, Cleaning, Hours....



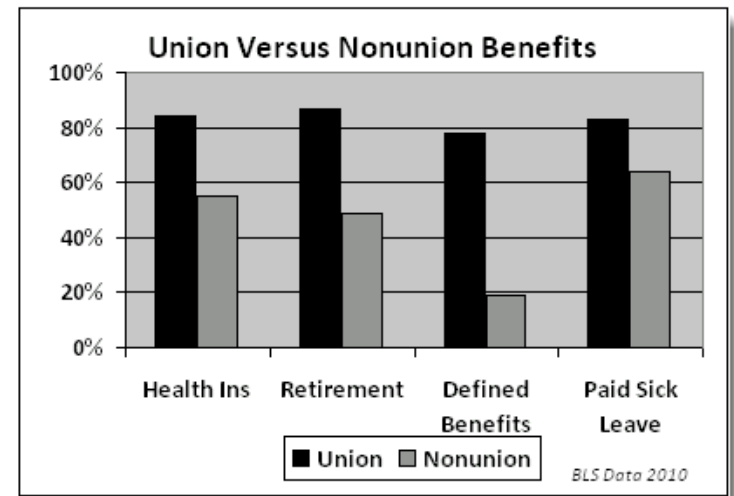
Security:

In house? Outside? Need to feed?

Agendas & Insurance Requirements



Valet Have Insurance?...



Special Pay Rates Required?



Conduct On-Site Reconnaissance: Slow Is smooth...



“I Keep Six Honest Serving Men About”

Names are; **Who, What, Why, When, Where, and How...**

- Rudyard Kipling



Professional Wedding
Planner



The Bride to be?



The Client?



Rental Crew



Creative Partners

Inspection: Who's attending and Why?

DRIVER LICENSE NO. 31312542 CA 92443 BIRTH DATE 3-8-8
 SEX M HAIR BALD EYES BRO HEIGHT 5'04" WEIGHT 135 RACE A OTHER DESCRIPTION
 VEH. LIC. NO. STATE REG. MO/YR ☐ COMMERCIAL VEHICLE (Veh. Code, § 15210(b))
 YR. OF VEH. MAKE MODEL BODY STYLE COLOR(S) ☐ HAZARDOUS MATERIAL (Veh. Code, § 353)
 EVIDENCE OF FINANCIAL RESPONSIBILITY CHIP/DOT/PUC/ACC
 REGISTERED OWNER OR LESSEE RED ☐ SAME AS DRIVER
 ADDRESS ☐ SAME AS DRIVER
 CITY STATE ZIP CODE
 Correctable Violation (Veh. Code, § 40610) ☐ Booking Required (See Reverse) Misdemeanor or Infraction (Circle)
 Yes No CODE AND SECTION Description
☐ ☒ LBMC 5.66.010 (COMMERCIAL) M I
☐ PHOTOGRAPHY - PERMIT REQ. M I
☐ M I
☐ M I
 SPEED APPROX. P.F./MAX. SPD. VEH. LMT. SAFE RADAR ☐ Continuation Form Issued
 LOCATION OF VIOLATION(S) CITY/COUNTY OF OCCURRENCE RPT. DIST.
 AT VICTORIA BEACH 28/10
 ROAD CONDITIONS TRAFFIC WEATHER ACCIDENT ☐
 WET DRY HVY. MED. LT. CLEAR FOG RAIN
☐ VIOLATIONS NOT COMMITTED IN MY PRESENCE, DECLARED ON INFORMATION AND BELIEF.
 I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THE FOREGOING IS TRUE AND CORRECT.
R. GOODWIN I.D. NO. 31309 VACATION DATES
 Arresting or Citing Officer/Unit # TO
5.26.12 I.D. NO. VACATION DATES
 Date Name of Arresting Officer, if different from Citing Officer TO
 WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.
☒ Signature
 WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE.
 WHEN: ON OR BEFORE THIS DATE: 7-1-12 AT 8:45 A.M.
 WHERE: ☐ HARBOR JUSTICE CENTER, Newport Beach Facility
 4601 Jamboree Road, Newport Beach, CA 92660-2595, (877) 872-2122
☐ To be notified. Your Parents/Guardian will be contacted by the Police Dept. or the Orange County Probation Dept.
 Orange County Superior Court
 Website: www.occourts.org
 Information and Payment Center:
 (877) 872-2122
 Mailing Address:
 Information & Payment Center
 PO Box 6040
 Newport Beach, CA 92658
 Notice to Appear form approved by the Judicial Council of California
 Rev. 09-1-13 (Veh. Code, §§ 40500(b), 40513(b), 40522, 40600; Pen. Code, § 853.9) SEE REVERSE
 TR-130

Citation \$250.00 Fine
Public Photography Permit Required

- ✓ > Catering Services Agreement “AKA” Contract
 - > SEO (Special Event Order)
 - > Timeline, Queue, Run of Show
 - > Notes
 - > Que “AKA” Timeline-Schedule
 - > Menu
 - > Concept Dream - Wish Vision Boards
 - > Layout Drawings
 - > Sketches
 - > Measuring Tools
 - > Venue Walk Thru Checklist

Paperwork And Tools To Take Along

Contract And Details

Event Catering Contract

Ryan,

Our promise to you: Catering Company, LLC (hereinafter referred to as CATERER) will provide all the services specified in client's (hereinafter referred to as CLIENT) proposal for their event (hereinafter referred to as EVENT) at (EVENT TIME) on (EVENT DATE) at (EVENT LOCATION) for (# GUEST COUNT) guests and work with CLIENT if any adjustments need to be made.

Deposit: Fifty percent (50%) of the proposal cost, must be submitted with this contract. The deposit is non-refundable and is deducted from the total price of

EVENT. Payment may be made in cash, check, credit or debit card. Payment by credit or debit card will be subject to a service charge of three percent (3%) per the amount of transaction.

Final Payment: Final Payment will be due and demandable seven (7) days prior to the event date. If payment of balance due is not made, food flowers and decor will not be ordered, and this contract will be closed at the determination of CATERER. If CATERER determines the contract can still be fulfilled after this

Time: CLIENT will be billed for additional staff hours for any time extension beyond the prior agreed upon time.

Change of Event Date or Venue: CATERER will apply the entire balance of CLIENT's deposits and prepayments, towards another event, subject to CATERER's availability. All costs are subject to change.

Rent cost as penalty.

Damage: CATERER assumes no responsibility for ANY damage or loss of merchandise, alcohol, equipment, furniture, clothing or other valuables prior to, during or after the event. CATERER will do everything possible to ensure that all of CLIENT's supplies, rentals and equipment are cared for and maintained in good working order and without damage.

When providing the location for the event/function, the CLIENT, understands that accidents/breakage and/or damage may sometimes occur. CATERER will not be liable for any damage or loss, unless specifically caused by the willful negligent actions or conduct of CATERER or its employees.

CATERER Liability: CLIENT absolves CATERER from any third party claims, except for actions caused by CATERER and/or negligence of its employees. Such claims amount to a maximum amount of USD two hundred (\$200.00) only.

Insurance: CATERER maintains (INSURANCE) and Alcohol/Liquor Liability Insurance.

Taxes: CLIENT will be charged the applicable current rate for all services rendered as determined by the concerned government body.

Unlawful Activities: The CLIENT will comply with all the laws of the United States of America and the State of Missouri, all municipal ordinances and all lawful orders of police and fire departments, and will not do anything on the event/function premises in violation of any laws, ordinances, rules or orders. If unlawful activities should occur on the premises, and the event is cancelled, there will be no refund of any kind from CATERER to CLIENT.

Amendment and Supplement: Any amendment and supplement to this Agreement shall come into force only after a written agreement is signed by both parties five (5) days before the event/function date. The amendment and supplement duly executed by both parties shall be part of this Agreement and shall have the same legal effect as this Agreement.

Terms: At the time of the initial deposit, adjustments can still be made to the invoice. Large additions and subtractions are accepted up until the balance is paid in full. There is a guaranteed minimum payment of 85% of the original proposal. Any liability on the part of CATERER is limited to the full refund of monies paid minus the deposit fee.

Governing Law: Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules [including the Optional Rules for Emergency Measures of Protection]. The arbitration hearing shall take place in Saint Louis, Missouri before a single arbitrator. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

X

Ryan Apples

Sign

X

Company Signature

Sign

Catering Services Agreement "AKA" Contract



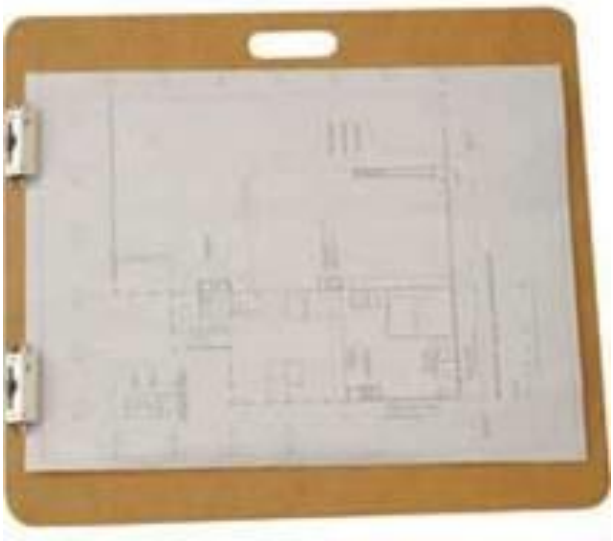
Time	What	Where	Who
3:00 PM	Tray Passing -Start	Patio	Staff
	Bar Opens	Patio	Staff
3:50 PM	Invite Guests; Seniors HC	Dinning Room	Staff
	Greeters in Place	Dinning Room	Sue and Cindy
4:00 PM	Tray Passing - End	Patio	Staff
	Bar Closes	Patio	Staff

Timeline, Queue, Run of Show

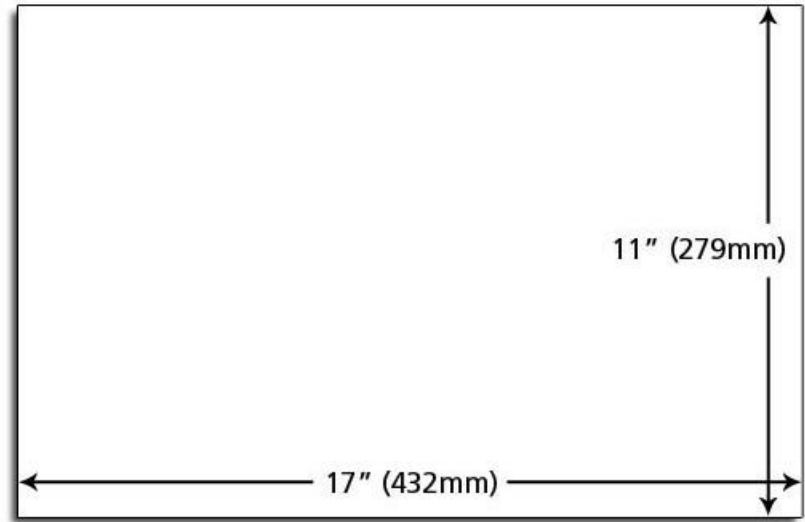


Tools To Take And Use

Note: Tools Checklist Included With Site Visit Checklist



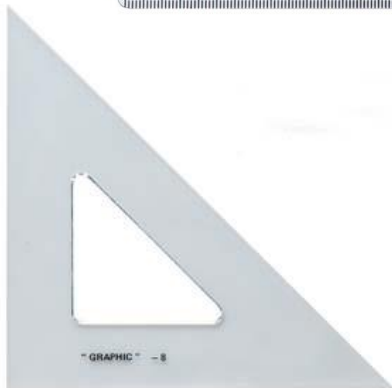
Large Drawing Clip Board



Tabloid Size 11" x 17



Ruler - Straight Edge

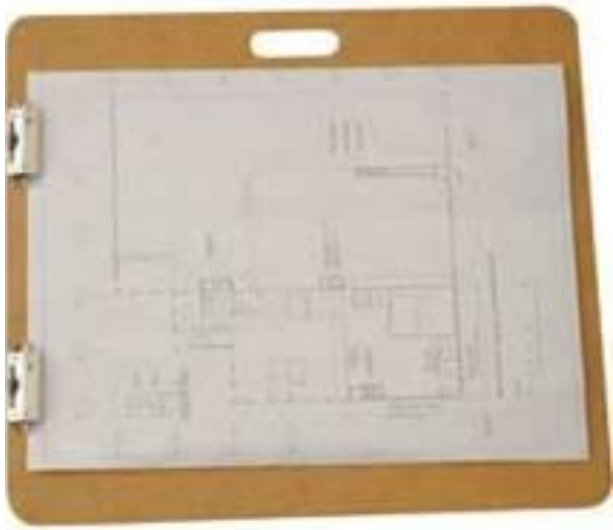


Drawing Triangle



Colored Pencils

Drawing Tools



Drawing Board on Tri Pod

Measuring Devices



Tape Measure 30'



Laser Measure



Tape Measure 300'



Chalk; Colors



Mason Line



Mason Line; Colors



Stake Flags

Fast Cap Speed Clip

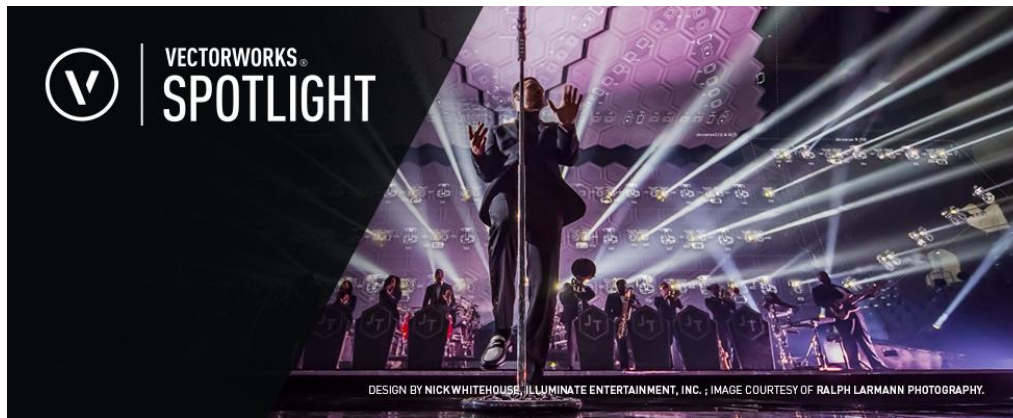




Drones: Recon & Recording



prism



socialtables

Software to Create Layout Drawings



**New: Matterport Canvas
Scan & Collect Data;
Measurements and
Photos**



**New: Company Cam or Like Video recording
and transcription.**



Pictures and Dimensions at the same time!



Cell Phone



Power Bank



Digital Camera

Cell Phone Prefer Digital Camera



Digital Record



Panorama of the spaces



Build Digital Site Library



See as Guest.... See as Planner

Road Trip...



Entrance... What does it say?



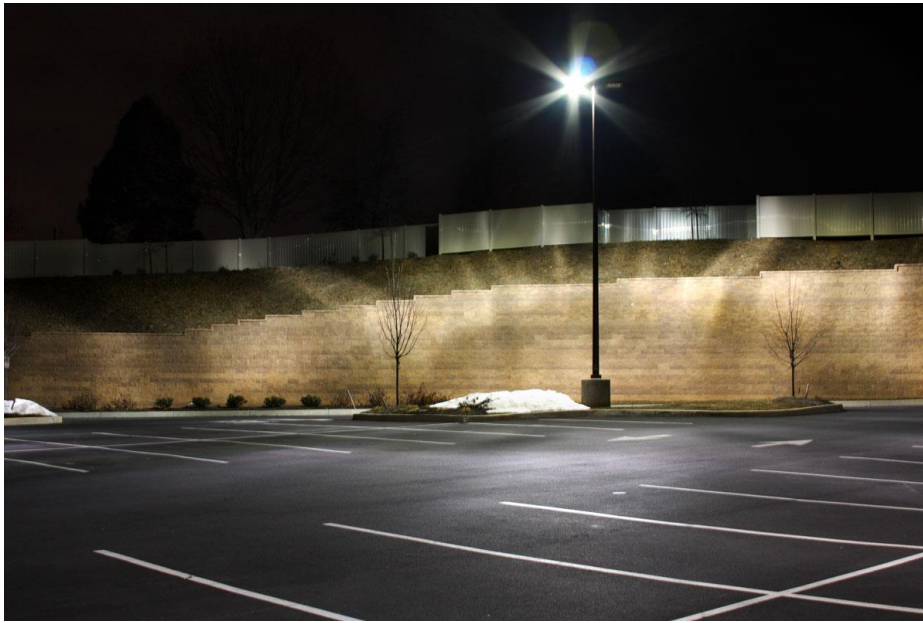
Entrance to Rancho Las Lomas



First Impressions and Conditions



Parking Issues

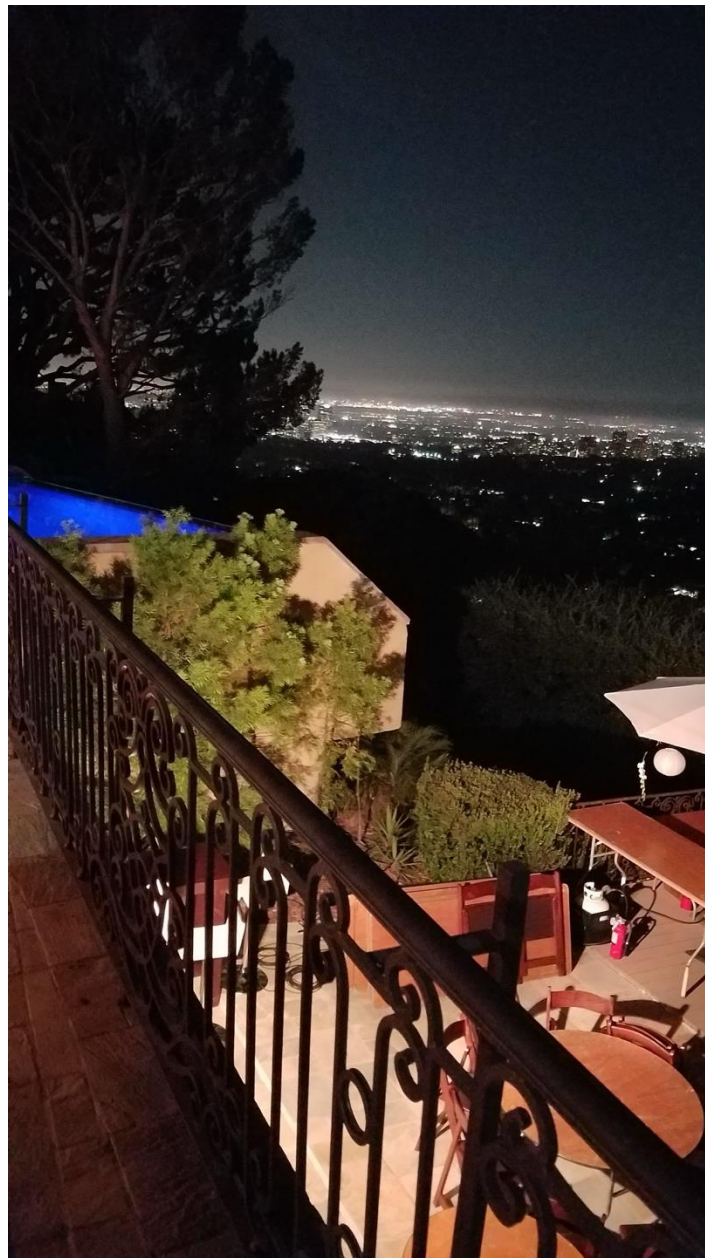


Lights? On Timer?
Photocell?



Snowplow Service

Think Ahead... Night Time & Weather



The View; Note: Clean The Handrails



Stairs; Lighting & hand rails



Ice Machine



Flooring: Threshold



Exits

Tour: Looking Around



Inspect What You Expect: Carpet; clean, wear, stains.
Walls; textures, acoustics, colors, lighting, HVAC...



Restrooms on Site



Condition, Capacity, Tagging



Portable

Amenities?
Cleaning?



Pavers



Cracks



Grass



Asphalt

Surfaces... Ladies in heels?



Sprinklers; Off @ space and houses



Trash collection onsite

Responsibilities?



Swag - Gift Bag: Leftovers and Trash. Other Trades



Guest Comfort

**Wishes, Dreams,
and Priorities...**



Protocol and Pageantry



Sponsors



Skunks



Deer



Bears



Bees, Wasps, Mosquitos



Snakes

Wildlife, Insects & Snakes



Welcome Party: Tray Passing Veuve Clicquot Champagne



Cigar Rolling Table



Homeless Population



Parking: Valet, Self Guest, Vendors, Staff?

In Town: Different Issues



Transportation



Plated Dinner: 600 at LA Live + Protesters



Ride Drop off and Pick Up Share Space.
Participation-Graphics & Special Offers!



Weather: Umbrella bags?

Recap...



Put It Together!



Special Events



Special Event Insurance Package

One-off events from small private celebrations to larger public events including concerts and carnivals...

[Find out more ►](#)

“Force Majeure Consideration”



Weather Plan B Option

Rain Tent \$3,500 - \$8,000

+7 days cancel = No charge

6 days pull permit \$350

3 days before \$350 + \$225 = \$575

1 day before @ noon \$750

Special Provisions For Weddings!

Ceremony Space

Bridal Party Suites

Family Spaces

Bridal Party Food & Beverages

Gift Table

Registration

Welcome Guest Refreshment

Signage

Dance Floor

Entertainment

Cake Display

Late Night Snacks

After Party

(See Checklist)

Thank you...



Send Your Questions To:
tablewizard1@gmail.com
RE: Site Walk Thru Checklist

Request **Free** 32+ Page Checklist

Follow on Social Media...

