



Mystic Catering

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Mystic Catering – Event Planning Guide

Helping You Plan a Seamless & Unforgettable Event!

1. EVENT DETAILS

Client Name: _____

Company (if applicable): _____

Phone Number: _____

Email: _____

Event Date: _____

Event Location: _____

Venue Contact Name & Phone: _____

Expected Guest Count: _____

Event Type: (Wedding, Corporate, Private Party, etc.) _____

Theme/Style: (Casual, Elegant, Rustic, Modern, etc.) _____

2. EVENT TIMELINE

Event Start Time: _____

Event End Time: _____

Catering Setup Time: _____

Guest Arrival Time: _____

Meal Service Time: _____

Breakdown & Cleanup Time: _____

3. MENU SELECTION

Appetizers: Passed | Station

When Planning Appetizers for Catering:

The number of appetizers per person depends on the type and duration of the event and whether a full meal will be served.

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Appetizer Planning Guideline:

Light Appetizer	Heavy Event	Full Appetizer Only	Plated or Passed
3 to 5 pieces per person Example: Wedding cocktail hour before dinner service	8 to 12 pieces per person Example: Corporate networking event, cocktail reception.	12 to 15 pieces per person Example: Holiday parties, social gatherings with no seated meal.	4 to 6 pieces per person/hour Example: Service is usually scheduled for early arrival and cocktail hours.

Estimated Appetizer Consumption by Category:

The table below provides the estimated consumption of appetizers by event attendees.

Appetizer Type	Percentage	Examples
Meat-based (beef, poultry, and pork)	45-50%	Meatballs, chicken skewers, bacon-wrapped dates
Pastry & Bread-Based Appetizers	35-40%	Crostini, mini quiches, puff pastry bites
Seafood & Shellfish	30-35%	Shrimp, Clams, Salmon
Vegetarian (Cheese, Pastries, Egg-Based, etc.)	20-25%	Cheese platters, spanakopita, stuffed mushrooms
Vegan & Plant-Based (Can change if all vegetarian)	15-20%	Hummus with pita, bruschetta, roasted vegetable skewers
Gluten-Free & Specialty Diet Options	5-10%	Lettuce wraps, gluten-free crackers with toppings

EXAMPLE: (Four selections)

Number of Attendees	Meat Based	Shellfish	Vegetarian	Pastry	TOTAL
100	50	35	25	40	150

Multiply the “Total” by the desired appetizers per person (150 X Light Apps. @ 5 each = 750 pieces).

Key Considerations for Appetizer Planning:

- ✓ If many of your guests are vegetarian/vegan, adjust plant-based options to 30-40%.
- ✓ If your event is coastal or seafood-centric, increase seafood options to 55-60%.
- ✓ For formal or high-end events, offer more seafood & upscale meat-based appetizers.
- ✓ Seasonality matters—lighter, plant-based options work better in summer, while rich, meat-based & pastry appetizers are preferred in winter.



Appetizer Selection:

	Appetizer Type	Count	Special Request
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

TOTAL _____

Soups & Salad Selection:

The percentage of event attendees who eat soup or salad varies based on the event type, menu structure, and guest preferences. Here are general catering industry averages based on different event styles:

Event Type	Soup	Salad
Plated or Formal Seated Dinners: (Guests tend to eat what is in front of them at plated events.)	65-70%	85-95%
Buffet or Self-Serve Events: Lighter, fresh salads are more prevalent in warm months.	40-60%	65-80%
Cocktail Receptions / Passed Appetizer Events: Shooters	50-75%	45-55%
Casual Events (BBQs, Outdoor Gatherings, Family-Style):	30-50%	55-75%
Corporate Events / Lunch Buffets:	45-65%,	75-85%

	Soup or Salad Selections	Count	Special Request
1			
2			
3			
4			

TOTAL _____



Entrée Consumption:

The percentage of event attendees who eat entrée types varies based on the event type, menu structure, and guest preferences. Here are general catering industry averages based on different event styles:

Entrée Category	% Consumption	Examples	Best for Event Types
Meat & Poultry	45-50%	Grilled chicken, steak, roasted turkey	Weddings, Corporate Events, Formal Dinners
Seafood	10-15%	Salmon, shrimp scampi, grilled white fish	Coastal Events, Formal Dinners, Upscale Receptions
Pasta Dishes	20-25%	Fettuccine Alfredo, penne marinara, lasagna	Weddings, Buffets, Casual Gatherings
Vegetarian Entrées	15-20%	Stuffed peppers, eggplant Parmesan, vegetable risotto	Weddings, Corporate Events, Buffets
Vegan Entrées	10-15%	Lentil stew, tofu stir-fry, vegan pasta primavera	Health-Conscious Events, Wellness Retreats, Vegan Weddings
Gluten-Free & Specialty Diet Options	5-10%	Zucchini noodles, cauliflower rice dishes, grilled protein bowls	Corporate Events, Wellness Retreats, Custom-Menu Requests

It's important to note that the above table reflects consumption based on selection in a buffet environment. If plated, consumption averages 95% for any item placed on the plate.

Entrée Selection:

	Entrée Selection	Count	Special Request
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

TOTAL _____



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Side Selection: Use 90% consumption when selecting sides.

	Selected Sides	Count	Special Request
1			
2			
3			
4			
5			
6			
7			
8			

TOTAL _____

Dessert Selection: Order a mix of desserts for 110% of attendees.

	Selected Desserts	Count	Special Request
1			
2			
3			
4			
5			
6			

TOTAL _____

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Beverage Selection: Order a mix to reflect 110% of attendees.

	Selected Beverages	Count	Special Request
1			
2			
3			
4			
5			
6			

TOTAL _____

4. CATERING SERVICE STYLE

(Select one)

- Buffet Style
- Plated Service
- Family-Style
- Catering Delivery
- Other: _____

Staffing Required? (Check all that apply)

- Servers
- Bartenders
- On-site chef
- Cleanup crew

5. VENUE & RENTALS

Will the venue provide the following, or will rentals be needed?

- ✓ **Tables & Chairs:** Venue | Rental
- ✓ **Linens & Napkins:** Venue | Rental
- ✓ **Plates & Cutlery:** Venue | Rental
- ✓ **Glassware:** Venue Venue | Rental
- ✓ **Serving Stations & Chafing Dishes:** Venue | Rental
- ✓ **Trash & Disposal Services:** Venue | Rental

Additional Rental Needs: _____



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6. BEVERAGE SERVICE

- a. Non-Alcoholic Beverages: (Coffee, Tea, Lemonade, etc.) _____
- b. Bar Service: Yes / No
- c. Alcohol Provided By: Client / Catering
- d. Licensed Bartender Required? Yes / No
- e. Signature Drinks: _____

7. LOGISTICS & SPECIAL REQUESTS

- a. Guest Seating Arrangement Needed? Yes / No
- b. Preferred Setup & Layout Notes: _____
- c. Guest Allergies or Dietary Restrictions: _____
- d. Parking & Load-In Instructions: _____
- e. Event Coordinator Contact (if applicable): _____
- f. Other Special Requests: _____

8. COST CONSIDERATIONS

Total Food and Beverage Catering Costs:	\$ _____
Deposit Amount (50% required to secure date):	\$ _____
Final Payment Due Date:	_____
Venue Rental Fee:	\$ _____
Party Equipment Rental:	\$ _____
Tables, Chairs, Linen:	\$ _____
Invitations & Marketing:	\$ _____
Transportation & Accommodations:	\$ _____
Staffing & Labor:	\$ _____
Permits & Insurance	\$ _____
Liquor & Beverages:	\$ _____
Entertainment & Audio Visual:	\$ _____
Miscellaneous:	\$ _____

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For personalized catering guidance, don't hesitate to contact Mystic Catering directly to discuss your specific event needs.