



## *Budgeting*

A quick guide to budgeting for your event.

A catering estimate from us consists of a few primary parts that are determined by your event needs. Each of these parts are explained in detail below. We believe understanding how your money is being used is the first step in making your vision a reality. We will guide you through the entire process.

### **Catering**

Our food focused staff believe that memorable cuisine should be the highlight of your event. The number of courses as well as the type of food you wish to offer directly affects food expenses within your catering budget. Our many service styles can include heavy hors d'oeuvres, buffets, stations, plated dinners and desserts providing options that will satisfy your budget and your taste buds.

### **Bar**

Selecting the beverages you would like to offer your guests is the next step in creating your budget. We recommend first determining if you would like a full bar, beer and wine bar or a non-alcoholic station as the beverage service for your event. We offer different tiers of bar packages within each category and we can always customize to your particular tastes.

### **Equipment and Production**

Our equipment and production line item is tailored to your exact event logistics and provides all china, glassware, flatware, necessary planning time, cooking equipment and serving equipment to execute your event. Services such as event preparation time, menu creation and revision, client/vendor meetings, site visits, insurance, and other administrative costs incurred throughout the planning process are also a part of this line item.

### **Rental Equipment**

Our Catering & Event Sales Coordinators can streamline your experience by coordinating rentals from other companies that contribute to your overall theme. We have a wide selection of tables, chairs and linens available from trusted vendors at competitive pricing. The kitchen facilities at your event location may vary, as will the needs for each specific space, sometimes requiring the set-up of a mobile kitchen space. We are prepared to cater from any location, however orders from rental companies may be required depending on the type of set-up you desire.

### **Staffing**

We will staff your event with the most well-trained hospitality professionals available. Service staff charges includes travel time to and from your event, setup, execution and breakdown of all items provided by Duvall. Choices in serviceware and event style along with specific event logistic will determine staffing required to personally serve your event. Gratuities for excellent service are greatly appreciated by event staff, however they are completely at your discretion. Many clients offer \$20-50 per service member in thanks for wonderful service.

### **Other Considerations**

In order to have a full picture of your event budget there are a few other services that should be considered. Our floral and décor services can be paired with our catering and bar services for a seamless event planning. These services can include floral, lighting, draping, or lounge design sourced from our personal warehouse or outside rentals. Day of coordination services can also be scheduled.

