

# Craig's Crew

Celebrating Everything ☺ One Event at a Time

Congratulations, and thank you for considering Craig's Crew to help you with your upcoming wedding! Whether you choose to use our services or not, the information we are sharing with you will be invaluable in the planning of any event.

Because all events are made up of the same basic elements with a few nuances specific to a wedding, laying the right foundation will ensure a successful party every time. For us that begins with a good understanding of our client's resources.

This worksheet is designed to help you determine not just what those resources are, but exactly where they are to be directed and how to prioritize them. Because it is different for everyone, you may even find that it varies within your own circle of family and friends who are helping you plan your wedding.

It is our goal that this document will help save a lot of frustration in the long run. Give yourself a few times to read it through, and go over it with anyone involved in the planning of your event. Refer to it often! It will be your anchor throughout the planning process when situations arise that can take you off course, and it will help you make adjustments when necessary.

During this ever-changing Covid environment, we also want you to know that we will take every precaution necessary to ensure a safe and properly executed event for you and your guests. This may include the following, as the situation or your preference requires:

- Temperatures of Staff taken prior to the event.
- Face masks worn by Staff as applicable by law or at Client's discretion
- Latex Gloves will be used for food service under all circumstances
- Staff will be instructed to practice proper social distancing from each other as well as the guests and only engage in brief interactions with guests when necessary.
- Bar Tenders can utilize a plexiglass shield at the bar while serving drinks, upon request.
- Hand sanitizer will be made available at key places throughout the event.
- We can supply sanitizing wipes and cleaner for all kitchen/prep areas and will ensure proper sanitizing protocol is followed.

*Due to distancing and food service precautions, the cost of executing an event may be affected due to increases in labor as well as supplies and packaging. Your satisfaction is always our main concern, and we will do everything possible to ensure that your costs are kept as reasonable as possible, under the current conditions.*

1. **Budget.** Every event has to start here. How much do you have to spend? Whatever it is, ***commit to spending it all.*** You will frustrate yourselves and the process if you try to "cut corners" along the way. Don't go into it knowing you have "\$X" available but then try to "get away with as little as possible." A firm understanding of what's available and a firm commitment to that amount will take a lot of pressure off the situation from the beginning. Remember, savings accounts are for saving. A wedding account is a spending account!  
***Total Budget (All-Inclusive!) \$\_\_\_\_\_***
2. **Location.** This is key in determining the flow for the rest of your decisions. Some are happy having it in Mom and Dad's backyard while others have to have the garden setting at the local

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historical museum. This cost will have one of the biggest impacts on your overall budget.

**Budget/Cost \$** \_\_\_\_\_

- 3. Insurance & Insurance Certificates:** Part of your location cost may also include providing Event Insurance and Certificates of Additional Insured. Reputable vendors will be able to provide *proof of insurance*, which is simply a copy of their policy and the limits they carry. However, venues/locations may ask vendors to supply a *Certificate of Additional Insured*, which means adding the venue to their insurance policy. This certificate always comes with a fee, which is based upon each insurance company's fee schedule as well as the extent of the coverage. Total Event Insurance can be purchased, online, through several reputable sites.

**Budget/Cost \$** \_\_\_\_\_

- 4. Rentals.** As basic as this sounds, people need a place to sit and eat their meal. Included in rentals, but not limited to, would be things like tables, chairs, linens, china, glassware, utensils, buffet equipment, heaters and a tent (if needed), et cetera. A basic, buffet setup (table, chairs, dinner plate, dessert plate, basic linen & napkins, and silverware) with 8 guests per table can run about \$75.00 per table. Keep in mind that this is a "hard" cost, meaning that rentals are pretty consistent across the board in terms of price. It also means they cannot be negotiated. Sit-down service can require additional rental items, which your caterer will assist with.

**Budget \$** \_\_\_\_\_

- 5. Catering.** Food style, theme, and cost run the gamut when it comes to what's available in catering. We can suggest menus that work well for the number of people you are expecting, but it's a good idea to determine what you don't want so we can key in on what you do want. Keep in mind vegetarian options as well as any known food allergies or special dietary needs of your guests. Also consider if you will want an appetizer/cocktail hour before the main meal. Remember that a moderately priced meal in a restaurant can cost about \$25/person, not including appetizers or alcohol.

**Budget \$** \_\_\_\_\_

- 6. Dessert/Cake.** This is separate from your catering just because of the nature of your event. It can also be a very personal decision depending upon your culture.

**Budget \$** \_\_\_\_\_

- 7. Beverages/Liquor.** This is anything you and your guests will want to drink over the course of your event, including coffee service and water service. Liquor catering falls into several categories, which we can discuss with you when the time comes. Though it may not seem so, supplying a full open bar doesn't always affect your price as much as the quality and types of liquor you request.

**Budget \$** \_\_\_\_\_

- 8. Staffing.** This is probably the most "*controversial*" cost when it comes to putting on an event. I say that because most people don't understand how to determine the appropriate number of bodies it will take to make a successful event happen. The cost of staffing is directly related to the intricacy of the event. A sit-down dinner for 200 people can take twice

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the number of servers that a buffet dinner requires and may also affect your rental list because of the added equipment needed. Because we value the service we give our clients, ***we determine the number of staff needed for your event.*** This means that our events will never be understaffed and you and your guests will always be given the service you expect and the luxury of enjoying your event without worry. We do not compromise on service! Standard Staff to Guest ratios for a buffet dinner are 1:30 on the floor, 1:100 for bar tenders, and 2 kitchen staff.

***Budget \$: Standard Craig's Crew rates: \$30/person/hr. x 5hr. min***

9. **Entertainment.** This includes any musicians, cocktail music, and a band and/or DJ.

***Budget \$*** \_\_\_\_\_

10. **Photography/Videography.** When appropriate, this is one of those services that we recommend you allow plenty of budget for; since it will be one of the few “lasting” memories of your event.

***Budget \$*** \_\_\_\_\_

11. **Transportation/Limousine Services/Valet Service.** This doesn't just apply to how you will be making your Grand Exit after the ceremony or reception. It also applies to any transportation needs that out-of-town guests may have when arriving from/departing to the airport and getting to the ceremony and reception sites. Valet is extremely important to consider when having your event at a private residence, especially one with a view or in a “hilly” area. It not only is a convenient service for your guests, but it also provides them with added safety when the event is over.

***Budget \$*** \_\_\_\_\_

12. **Flowers & Décor.** When choosing flowers, be aware of the season as well as the demographics of the flowers you are choosing. Bridal magazines have spectacular layouts of bridal bouquets and floral arrangements, but make sure you check on their availability to your climate zone as well as the time of year. Depending upon the location you choose, you may need to bring in some added embellishments for your ceremony or reception area; including a huppa, arbors, trellises, and potted plants.

***Budget \$*** \_\_\_\_\_

13. **Party Favors, Candy Bar, Attendants Gifts, Programs, Coffee Cart, Photo Booth,** et cetera. These are aesthetic details that can really add up. Each one needs to have a separate budget. Most people, when they start to plan a wedding, start here because this is the “inspiration” of the event. It's very important to balance your “vision” with the foundational elements that are going to ensure the success of your wedding day.

***Budget \$*** \_\_\_\_\_

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## 14. Miscellaneous Services

Security \$ \_\_\_\_\_

*Venues may require security guards, based upon number of guests, alcohol service, and amplified or live entertainment. Check with your venue on their policy and get everything in writing.*

Signage \$ \_\_\_\_\_

Restrooms \$ \_\_\_\_\_

Power \$ \_\_\_\_\_

*Power capabilities are very important to determine, ahead of time, especially if you are having live or amplified entertainment. Older, historic venues may not be as up to date, and a simple coffee maker, plugged into the wrong outlet, can shut down power to the entire building.*

We realize this is a lot to think about. Some of it you may have already considered. We suggest determining what you *don't want* first. It's often easier to decide what you do want after you've eliminated the things you don't want. The most important thing to determine is the "pecking order" of these different elements and how much you can reasonably budget for each thing.

You don't even have to fill everything out. The key is to at least address them so you have a good starting point. Once you've worked through these pages, we can get to work bringing your vision to life.

We will be contacting you to set up an appointment so we can discuss how we can help make your event a success!

Sincerely,

Craig's Crew, Inc.  
Craig Tolliver, Owner  
Carol Roleder, Co-Owner

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