

Craig's Crew

Celebrating Everything ◊ One Event at a Time

Dear Family,

Thank you for allowing Craig's Crew to assist you with your upcoming memorial reception. Because we understand the sensitivity of the situation, this information is designed to help you address the basic needs of your reception as thoroughly and concisely as possible. Some things will apply, and others will not. In this process, the most important thing to remember is that we are here to make your day as seamless and stress free as possible. We suggest you fill out this worksheet with a friend or family member who will help you through the decision-making process.

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.** *This is the most important decision of all*, regarding your event. We often hear clients tell us that they don't know what a memorial reception should cost, and we agree that it can be overwhelming. We believe the best way to handle it is to understand the resources you have and commit to utilizing them. We can then work on your behalf to determine how all the pieces of the puzzle fit together. ***Total Budget (All-Inclusive)***

\$ _____

115 W. California Blvd., #120, Pasadena, CA 91105

B) 626-398-0559

www.craigscrew.com

info@craigscrew.com

Because the celebration of a life is all you should have to think about.

Craig's Crew

Celebrating Everything ◊ One Event at a Time

2. **Location.** Whether it's in someone's home, backyard, a local park, or the mortuary itself, we can put together a reception that will suit your needs.
Facility Fees (If Applicable): _____
3. **Rentals.** As simple as this sounds, people need a place to sit and eat their meal. *Basic rentals* include the following (Please indicate as needed):
Tables Chairs Linens China Silverware Glassware
Extended rentals would include: *Heaters Tenting Specialty Linen*
4. **Catering.** Food style, theme, and cost run the gamut when it comes to what's available in catering. We can suggest simple but flavorful menus that are appropriate to any memorial reception, or we can custom design a menu that reflects the unique personality of your event. Keep in mind vegetarian options as well as any known food allergies or special dietary needs of your guests. *A simple assortment of beverages, such as iced tea, lemonade, water, and coffee are included in our catering services.*
5. **Bar Service & Liquor Catering.** Because everyone's taste is different, this would include anything from a full bar to a simple offering of wine and soft drinks. Please indicate as needed.

Full Bar Soft Bar (Beer, Wine, Soft Drinks, Water)
6. **Staffing.** Because we value the service we give our clients, *we determine the number of staff*, based upon the needs of your event. This means that our events will never be under-staffed and you will always be given the service and care you expect. We do not compromise on service; especially during a time when a little extra help is greatly appreciated.
7. **Music & Sound System.** We have found that adding background music to a memorial reception creates a more relaxed atmosphere for everyone attending. For many, music is an important part of a loved one's memory and playing music that was important or special to the family makes the overall experience very meaningful. Even if no special music is selected, our technicians have a wide variety of music available to enhance your reception without imposing on the comfort level of your guests. Having a cordless microphone available for making announcements or speeches can also be helpful.

115 W. California Blvd., #120, Pasadena, CA 91105

B) 626-398-0559

www.craigscREW.com

info@craigscREW.com

Because the celebration of a life is all you should have to think about.

Craig's Crew

Celebrating Everything ◊ One Event at a Time

8. **Photography/Videography/AV Equipment.** We can arrange for any equipment needs you may have when showing a video or photomontage during your reception. Please list your needs below, if applicable.

9. **Flowers & Centerpieces.** These are aesthetic details that can really add to the overall feel and look of an event. Whatever your budget, we can help provide you with simple centerpieces that will enhance any table.

Yes, please provide centerpieces/flowers.

No, thank you. We won't need centerpieces/flowers.

10. **Memorial Table Display.** This can be anything from photos/collages to personal items such as a favorite necklace, a watch, a hat, a pipe, a book, a teacup and saucer or coffee cup, favorite collectibles, or even a favorite candy or snack. For veterans, you could also display the folded flag, a military photo, medals, etc. All of these items can be arranged in an attractive display, that honors the life and personality of the person who passed.

11. **Valet Services.** If you live in an area that is “hilly” or restrictive, it’s a good idea to employ a service to handle any parking needs for your guests.

115 W. California Blvd., #120, Pasadena, CA 91105

B) 626-398-0559

www.craigscREW.com

info@craigscREW.com

Because the celebration of a life is all you should have to think about.