



Levan's Catering Wedding Program Worksheet Checklist

Selecting Your Caterer:	Date:	
1.) Request to hold your date online -- <i>By submitting contact & wedding information via website (or call office)</i>		
2.) Schedule your 1st Consult & Taste Test Appt		
3.) Preparing for your 1st Consult & Taste Test -- <i>Filling out & sending your selected items to taste.</i>		
4.) Completing your 1st Consult & Taste Appt.		
5.) Receive your 1st Contract Draft for review.		

Finalizing Your Menu & Service Style:	Date:	
1.) Confirm using Levan's Catering services for wedding.		
2.) Schedule 2nd Consult Appt. - <i>Meeting to include China & Linen Review and 2nd Tasting if needed.</i>		
3.) Receive Final Contract		
4.) Optional Walk-Thru Appt. at Venue offered.		

The Countdown Begins, 30 Days from Wedding Day:	Date:	
1.) Four Weeks from Wedding -- <i>Receive a "wake-up" call from Levan's with a reminder about what is due next and your upcoming appointments.</i>		
2.) Three Weeks from Wedding -- <i>Receive Quote with Approximate 75% Amount to be due following week.</i>		
3.) Two Weeks from Wedding -- <i>75% Payment Amount is due this week and also schedule Final & Drop Appt to be scheduled.</i>		
4.) One Week from Wedding -- <i>Final & Drop Meeting when final count is due, final payments handled, diagram is submitted, and any items Levan's to setup at venue to be brought.</i>		