

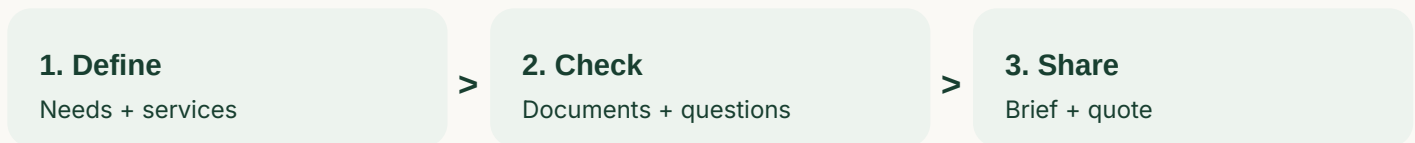
PRACTICAL CHECKLIST 06

Corporate catering: prepare your quote.

Check these points before requesting a quote.



THREE STEPS TO MOVE FORWARD



☐ Sessions

Breaks, meals and timings
Which format fits the programme?

☐ Headcounts

Expected numbers per session
When must quantities be confirmed?

☐ Menus

Aggregate needs and adaptations to check
Which options and information are available?

☐ Venue

Access, spaces and equipment
What conditions are needed for service?

☐ Inclusions

Menus, equipment, staff and clearing
What exactly does the proposal cover?

☐ Conditions

Currency, taxes, changes and deadlines
What still needs confirmation?

NOTES FOR YOUR EVENT BRIEF

Dates, attendees, destination: _____

Services already chosen: _____

Additional services needed: _____

The Sourcing Force team is here to help

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Read the article: events.sourcing-force.com/en/blog/corporate-catering/

Request a quote >