



# *Wedding Catering Info Pack*

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A to Z CATERING

# Welcome

Congrats on your wedding and thank you for your enquiry with A to Z catering.

We are Alaina and Zoe, your hosts and chefs. We have 5+ years in the wedding industry locally as well as over 30 years combined experience in hospitality.

This wedding pack includes menus and overviews of the different menu styles to make sure you get what you're after for your day. It also comes with some wedding DIY information and knowledge from our years of Weddings and events of all kinds.

Please read through this booklet as it contains a lot of great information that can help you plan efficiently and practically to help your ideas come to life in conjunction with your vendor's practical needs.

We love what we do and are happy to be a part of such a memorable day in the life of our couples, friends and family. We concentrate our specialties on cooking and catering services only and do not offer services such as decorating and bar needs, but can provide other vendors' details. We are happy to help where we can with the running of the day and do so on a planned basis.

Once you have been over the information in this booklet, please send us your details and we can create a customised quote. Once accepted, a deposit invoice will be required to lock in the date. From there, it's completely up to you if you want to sort the finer details now, or wait until closer to the time. We usually schedule a phone call or a meet and greet in the months leading up to your booking to go over run sheets etc.

To start planning your catering, please contact us at [weddings@atozcatering.co.nz](mailto:weddings@atozcatering.co.nz)

**We ask that you please send all correspondence via email and continue to reply to the same email throughout, use the date and your name as the subject line on enquiry.**





# Bookings/quotes and deposits

If you are close to booking and want a detailed quote we can provide one (no obligation) to make sure you're completely happy.

Once you are ready to secure your event date we charge a non-refundable deposit of \$500 +gst.

This goes towards your final bill. The reason for this is to cover any staff wages if times go over.

The deposit is non-refundable because dates are often booked out well in advance, and once we secure a date for an event, we often turn away many other bookings. If you some reason you cannot make this booking this ensures our time and services are covered within the cancellation.

## Final invoices

We ask for final numbers, dietary requirements, menu choices, seating plans and timelines 2 weeks prior to the event date. We also send an invoice with final payments due by the event date.

## Staff

We pay our staff for their travel time as well as working hours. This is included in invoices.



## Tastings

As owner-operators, we are a very busy team and don't offer scheduled tastings. Most of our customers have tried our food at events or been recommended our food and book based on that.

Where needed however we can schedule something that fits in with our current bookings that can showcase a similar style.

## Travel rates

Venues within Whangarei CBD area have a flat delivery rate of \$25 per delivery.

Outside city limits - A flat rate of \$50 per vehicle delivery. A per km price of \$1.5 per km will also apply to the location of event. This includes return travel to our kitchen.

# DIY Wedding

## Timeline & Planning

When planning your wedding day DIY style, it's important to give yourself ample time to complete everything throughout the day.

A few minutes late with deadlines over the course of a wedding day can throw things out for 15-30 minutes or an hour really fast.

Especially when planning for photo time after the ceremony we say allow even an extra 15 mins. This can be easily made up if you're on time allowing time for things such as food and toilet breaks once you are back on sight for your reception.

**Tip:** First look photos became more prominent last year and the feedback from couples was that they really enjoyed the time with guests. Chat to your photographer if this is something you haven't thought about yet.

## Ceremony

Time of ceremony and approx. length is pertinent to us and our role. Moving venues between 2 places needs to be allowed for especially with larger numbers.

## Reception

After your ceremony, you'll move to the reception part of the day and Canapes or a grazing table are commonly served. A Platter for a bridal party can be made up and taken with you for photos - often once the formalities are done and you and your bridal party head off for photos, you'll want something to eat. This can be arranged to be collected by a bridal party member to take with you.

Note: if moving venues offsite to the ceremony, factor in additional time.

## Photos

We always aim to take photos of our food and venue setup where we can for ongoing marketing. These will not contain any identifying features such as names or people but will show table and food settings and decorations. We maintain the rights to use these on Facebook and Instagram, and other areas of our digital marketing.





# Speeches

If speeches take place before dinner it is important to remember these points:

Buffet can stay warm but meats will overcook. Family style is plated and taken to the table hot on non-heated plates. This style needs to be served immediately and will not stay HOT if time goes over more than 5-ish minutes.

The MC is the person who needs to liaise with vendors and make sure everything is running on time throughout the day. An 8-hour-plus event can very easily fall behind when a few scheduled times are not met.

We advocate having speeches immediately after dinner, or with 1 or 2 VIP speeches before dinner to break up the evening.

## Cake

We do not provide cakes and delivery of the cake is between the cake maker and the venue. We recommend that cakes remain chilled on hot days and only come out pre reception and cutting.

Note - A cake knife is probably the most commonly forgotten thing at a wedding.

We can assist in moving cakes from chiller to display, and then cut/platter once cut by the couple. We ask you provide platters to serve this unless otherwise discussed. We also recommend buying disposable serving-ware at this stage of the night as we are usually ready to leave the venue with dishes at this stage of the evening and with the formalities usually coming to an end by this stage, it's an easy fix for service.

Presentation – any additional assembly of the cake, flowers, toppers etc need to be discussed before the wedding day.

## Vendor meals

Vendors such as band, photographers, and bar staff should be factored into vendor meals. They will get the same chosen meals but do however come 2nd to the general guest kai and are fed immediately after the main meal is served. Dietaries for wedding vendors attract a charge of \$10 per person also.



## Left over food

You will need to provide suitable storage containers and fridge space to store the leftover food from your meal. We are then able to leave food behind to be enjoyed later.

Once we leave the premise, the storage and re-heating of that food becomes the responsibility of the host. Food must be stored in a fridge below 4 degrees and heated to safe temperatures to ensure its integrity.

## Self-provided food

### **in addition to our catered menu**

We do allow people who want to serve alternative dishes to the catered menu, however, there are strict criteria around the preparations and service of that food. This needs to be taken care of in its entirety by someone else other than ourselves, and we also require a signed disclaimer. Keeping in mind that the kitchen will be busy on service time, this needs to be negotiated during planning. It may seem silly but when feeding large numbers of people it is important to maintain food standards and when food is provided from other sources, we are no longer in control of those parameters. When served in conjunction with ours we need to maintain safe standards.



# Dietary requirements

We monitor and prep our food with each customer and requirements in mind. While we endeavour to take all measures to prevent cross-contamination to the best of our ability, given that we work out of mobile premises, small areas, and mobile zones we cannot 100 % control these environments and therefore cannot say that kitchens are 100% allergen-free. We take every measure we can.

**Allergies** to foods are probably the most serious thing to be aware of in food planning.

We will need well-organised seating plans to find those with dietary requirements. Printed menus on the table provide added information also. The MC plays a role here in making sure those guests know they have a special meal. Vegan or GF alternatives are an option on request for a lot of menu items

All menus include a key for dietary requirements.

VE - VEGAN V - vegetarian GF - gluten free DF - dairy free N - contains nuts

# Seasonal produce

Subject to availability, weather conditions and other matters outside of our control some of our food items may not be available or will be priced at the current market rate which may be a little different from what you see on the menu. This will be reflected in the quotes and discussed on enquiry.



# Venue & Kitchen Facilities

**Kitchen facilities on sight affect menu availability!** The capacity and capability of the kitchen ultimately dictates the menu we can confidently produce. We will discuss on an individual basis with each venue, and can offer suitable menu choices based on this. We are pretty awesome at pulling this off we just ask for your trust in our guidance.

Kitchen and food preparation areas must be clean and ready to use with someone prechecking booked halls etc to be clean and clutter-free. Refrigeration, power and hot running water are minimum requirements and shared areas with other vendors must be discussed.

The food trailer is available if facilities are not ample. This is a mobile kitchen that we tow and utilise on-sight.

## **Food trailer Kitchen**

For venues that do not have kitchen facilities to cater to large numbers we have the option to bring our food trailer kitchen. We do need power for this but are working on getting this generator powered. We need to be able to turn around in an area and leave at the end of the night without too much disruption to your night. The cost of this is \$300 per event.

## **Home kitchens**

We can use home kitchens even for large event numbers. However, if this is an area that you are relying on for bar and other family members throughout the day this may not work. We need to take over the entire area for cooking for large groups and while we understand there may be the odd things needed, we cannot have people coming in or accessing the fridge food etc while we are preparing and cooking, as it becomes a safety hazard.

We may use other equipment as well as the kitchen and may need an outdoor area to use our webber BBQ etc.

Think big numbers so big clear bench spaces. Please put away clutter and personal belongings and leave a clear space for us to work from.

A **cleaning fee** will apply and be taken out of the deposit if needed.

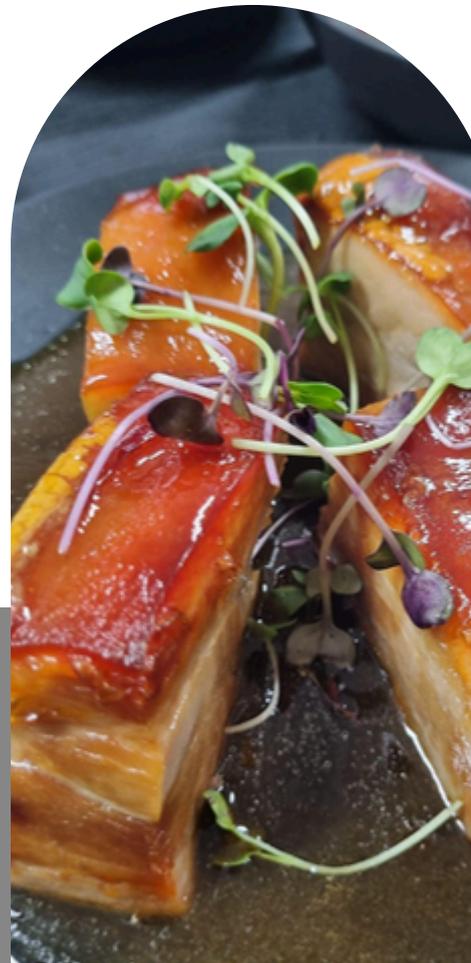
**Animals** are also asked to be contained. We understand that this is their home however it's again safety and also contamination issues to consider for us as outside caterers. .

**Rubbish** – Different menus produce more rubbish, no matter what the menu, suitable rubbish and recycling areas needs to be thought about, more-so in the home wedding event. Rubbish is left onsite unless otherwise discussed.



# Menus

Check out our menu options





# Canapés vs Grazing Tables

These are the 2 most popular choices for feeding guests after the ceremony. It's important to feed guests well at this time as they often miss the lunch meal and tend to be more hungry now than at dinner. It's more often than not the "hot and thirsty" part of the afternoon/evening.

**Canapés** are good because they are serviced around to guests as they continue to mix and mingle. This includes staff who interact and service your guests and Canapés meet more dietary requirements, than grazing tables as they are individual items.

**A Grazing table** looks amazing but people need to crowd around it and some people get more than others. There is also a lot of waste at the end of a grazing table. We offer and recommend graze platters as a variation, where they are dotted around the place, and it helps to spread the food and reduce waste at the end.

## Buffet Main

The buffet is set up with hot chafing dishes and salads, including fresh breads and condiments as a help-yourself menu. All chafers, serve ware, bread, condiments and napkins are provided with this menu. GF is also well provided for in this menu and many salads are also vegetarian and dairy free, or can be made vegan on request. Food items are labelled with dietary requirements on the buffet.

We require 2-3 trestle tables to serve a buffet, and can provide white tablecloths if required. A 100 people buffet, with 2-sided service takes approximately 45-60 mins to go through with everyone eating and sitting. Buffets can be set up just before dinner in areas such as the dance floor and then removed afterward. A one-sided buffet is fine for numbers less than 60 but not recommended above this.

Plates can be set on the end of the buffet with cutlery to collect on service or can be set on the table settings. (We can organise early collection of the plates and cutlery if you wish to set your own tables)



# Family Style

## **Selection of dishes, placed on the table for guests to serve themselves.**

The biggest plus in this menu is guests do not need to move around the room or leave their table settings. This is greatly dependent on facilities and space to set up and serve this menu.

The thing to consider is to have very uncluttered table settings, allowing room for the plated dishes to be served to the table. Once you get decorations glassware, water and wine onto a table as you can imagine room is sparse. You get fewer options of sides on this menu due to space. But there is the option of adding on an extra meat or side where requested.

There is also a need for more staff for the family style menu as it requires hot food to be delivered quickly and efficiently to the table as well as clearing and washing of larger numbers of dishes afterward. As a general rule, one waitress is required per 2 tables of 16 people, so for a group of 100-120 you'd need 5-6 wait staff.

## Walk & Fork – big bites stand up dining

The Walk & Fork menu is made for easy, fun eating – served as hand-held food or in disposable dishes/containers (noodle boxes, bamboo boats etc) served with a disposable fork.

These 2 menus are designed for a colourful, flavour-packed dish that is fun for all events and styles that suit the casual, relaxed grazing atmosphere where people eat over a couple of hours - grazing rather than a big meal.

This menu is specifically designed for events where table and chair seating is not applicable.

Beanbags, couches, and informal relaxed cocktail-hour-style events are the vibe. The MC plays a pivotal role in this menu running smoothly - explaining to the guests the nature of the day moving away from that traditional seated meal often associated with weddings. The menu is subject to kitchen facilities and seasonal availability. Minimum of 60 people applies.

*We look forward to  
sharing your special  
day with you.*

*Thank  
You*

