



BASIC CATERING GUIDE

Success of any catering event is dependent upon 2 factors 1) Planning and 2) Food quality.

BASICS

- Event Type
- Headcount
- Food Restrictions
- Event Duration
- Event Configuration
- Tray Sizes

CHECKLIST

- Order at least 3 days ahead
- Confirm address with restaurant
- Make a deposit
- Get a receipt



Contents

General Catering Portions (these are general rules of thumb) 2

The Must Checklist (we can't stress enough - this is the bare minimum) 3

Catering Pizza Portion Guide 4

 Pizza topping selection..... 4



General Event Planning

Event Type	Business Formal: Get a la carte Business Casual: Get Pizza or Buffet Trays Farwell: Nothing Beat Pizza	
Head Count	Consider how many invited and how many will show up	
Food Restriction	This is big: <ul style="list-style-type: none"> - Vegetarian - Vegan - Halal - Kosher - Intolerance <ul style="list-style-type: none"> o Nuts o Dairy o Capsaicin o Celiac o Other 	
Event Configuration	<ul style="list-style-type: none"> - A La Carte (requires extra preparation and a professional event planner, consider about 15min preparation per seat) - Buffet (Easier to handle, consider plastic utensils for casual set up) - Hybrid - BBQ: Requires extra soft drinks and water 	
Event Duration	Often overlooked. Attendees require much more beverages and food for longer events. However, consider food quality for longer time.	

General Catering Portions (these are general rules of thumb)

Beverages Portions	People drink about 3 to 4 beverages each: water NOT included. Coffee drinkers consume about 3 cups of 8 Oz coffee per day. Consider adding diet flavor, or sugar-free. Typically, 4 portions of classic flavor for each "diet-flavor" soda.
Appetizers Portions	An appetizer would be enough for 2 people.
Dessert Portions	Usually, a slice / Wedge (cake) is good for one person. Very few double or triple down on the sweet bites, except cookies.
Dinner Portions	New Eating habits <ol style="list-style-type: none"> 1. Usually optional but many require a soup 2. A salad 3. The main course 4. A side dish
Lunch Portions	Anything on the menu works fine, sandwich trays, wraps, pastas. Habits here are one meal is enough for one person, with a salad being highly appreciated. Wraps (cut in ½) / Chicken Francaise Tray / Pasta with pink sauce, Trays of Salad and few select sandwiches have been known to a safe choice and accepted but most people.



Anthony's Pizza & Restaurant Basic Catering Guide | (201) 758-7454

The Must Checklist (we can't stress enough - this is the bare minimum)

Task	Comment	Done?
Order 3 days ahead		
Head Count		
Event Type		
Event date /time		
Event Duration		
Event Configuration (utensils?)		
Restaurant has contact information1		
Restaurant has contact infromation2		
Double Checked Venue address with restaurant		
Get a receipt from restaurant		



Catering Pizza Portion Guide

First pizza size, a standard Large 16-inch pizza cut in 6 is your best bet: that's how pizza calories are counted and standardized. Extra Large 18-inch seem more affordable but that's debatable. Our portions are based on 16-inch cut into 6 pieces.

The rules of thumbs are 2.5 mixed-slices per person. Mixed slices: one plain slice & one slice with 1 topping or more.

Technically Pizza catering starts with 10 large pies and more. On a given pizza catering order of 10 pizzas, people seem to appreciate 3 peperoni pies, 1 buffalo (spicy) pizza, and 1 vegetarian, a 5-toppings meat-veggies combinations, and the rest of the pies are cheese.

Typically, on an order of 10 pies, customers order a tray of a salad with 2 dressings on the side.

Beverages are frequently ordered with pizza. The safe choice is one flavored, one diet with each 3-or-4 of classic Coke or Pepsi. Lemon-iced-tea is also popular and is the safe choice for Snapple or equivalent beverages.

Catering Entrees has been very popular. The most in demand are trays of Penne Vodka, Lasagna, Chicken Francaise, and backed Ziti.

Pizza topping selection

Below chart shows the most popular toppings in the US, this came about from many studies and been confirmed many times.

How to use the chart? Notice that pepperoni, mushroom and onion are popular so they would appeal to the most guest when compiling a custom-made pizza with toppings.

