



Orchestrating the Perfectly Organized Event

Presented by Robin & Jeffrey Selden

MARCIA
SELDEN
CATERING

Party Time!





Inquiry Sheet → Green Sheet

INQUIRY SHEET

NAME:
ADDRESS:

EVENT DATE:
GUEST COUNT:
OCCASION:
EVENT LOCATION:
START TIME:

HOME PHONE:
HOME FAX:
CELL PHONE:
WORK PHONE:
WORK FAX:
EMAIL:

REFERRED BY:
DATE INQUIRY TAKEN:

QUICK CHECKLIST

Staffing to Robin:
Menu Completed:
Rentals Completed:

Date of Deposit & Invoice Number:
Bar Sheet Given to Jeffery:

(Client)
[Client.Organization] (Event Date)
[Event.Date] (Booking Contact)
[Book.Contact]
(Party Name) [Party.Name]

Proposal Completed By: Date:
Create Preliminary Proposal
Revised Proposal

Menu Completed By: Date:
Create Menu
Distributed Menu to Chefs
Final Guest Count

Bar Completed By: Date:
Created Bar Sheet

Staffing Completed By: Date:
Gave staff to Robin

Payment Completed By: Date:
Confirmation Letter
Initial Deposit
Create Invoice
Final Payment Received
Signed Contract

Logistics Completed By: Date:
Logistics Sheet
Logistics Meeting
Preliminary Rental Order
Confirmed Rentals



Logistics

Sales Manager's Logistics

Date:
Name:
Sales Manager:
Site Address:

All Catering Sales Managers enter all event logistics into Caterease.

Onsite Contact & Phone Number:

Guest Count:
Number of Staff:
Waitstaff/Bartender Uniform
Captain Uniform
Staggered Shifts:
Staff Arrival
Guest Arrival
Staff End Time
Kitchen Location:
Special Directions/Parking Instructions:

Rentals
Beverages Provided by MSC

Logistics

Logistics Meeting

Each Catering Sales Manager is responsible for organizing and facilitating a logistics meeting with the Catering Specialist and Operations Manager to discuss all details of the event.

Including:

- Rental Items vs. MSC Items
- Special Station Décor
- Tool Boxes
- Beverage Items
- Dietary Restrictions



**"I need your menu choices for the Wind Power
Energy Conference. Baked beans or chili?"**



Staff Budget – Sales to Staffing

Name of Client:	Birthday Party			Date:	3.9.19	Guests:		100
Staff	Staff #	HRs of Travel	Staff Arrival	Staff departure	Gross	Rate	Total	1/2 Hr OT
Party Manager	2	1.5	3:30 PM	1:00 AM	9:30	\$ 49.00	\$ 1,078.00	\$ 98.00
Chef	1	1.5	3:30 PM	1:00 AM	9:30	\$ 49.00	\$ 539.00	\$ 49.00
Kitchen	4	1.5	3:30 PM	1:00 AM	9:30	\$ 39.00	\$ 1,716.00	\$ 156.00
Bartender	4	-	3:30 PM	1:00 AM	9:30	\$ 45.00	\$ 1,710.00	\$ 180.00
Waiters	10	1.5	3:30 PM	1:00 AM	9:30	\$ 39.00	\$ 4,290.00	\$ 390.00
Waiters	8		6:00 PM	1:00 AM	7:00	\$ 45.00	\$ 2,520.00	\$ 360.00
Coat Check Attendant	2	-	6:00 PM	1:00 AM	7:00	\$ 45.00	\$ 630.00	\$ 90.00
Waiters for Entertainment	3		6:00 PM	12:00 AM	6:00	\$ 45.00	\$ 810.00	\$ 135.00
Staff EARLY for Hospitality	1	1.5	10:30 AM	3:30 PM	5:00	\$ 49.00	\$ 318.50	\$ 49.00
Misc							\$ -	\$ -
Delivery fee (do not remove)						\$250.00	\$ 250.00	
Total	35						\$13,861.50	\$ 753.50
						3percent	\$14,277.34	\$ 831.11

Name:

Date:

City:

Backstory (background info on client/event):

Party Type :

Guest Count:

Staff Arrival:

Guest Arrival:

Staggered Shifts:

Travel:

Do you want/need to work this party?:



Staffing Email

MD – please call **SALES REP** for details.

PLEASE CONFIRM RECEIPT OF THIS EMAIL

DRIVER 1 & DRIVER 2, please take SCHEDULED VAN & PICK UP FOOD AND EQUIPMENT FROM COMMISSARY

****Please remember to bring a water bottle and/or a snack(s).****

CLIENT NAME:

ADDRESS:

KITCHEN LOCATION:

CLIENT PHONE NUMBER:

CAPTAIN'S PHONE NUMBER:

EXECUTIVE CHEF'S NUMBER:

EVENT DATE:

STAFF ARRIVAL:

PARTY START:

ESTIMATED END TIME:

SET UP UNIFORM: BLACK PANTS/SHOES/socks & YOUR MS TSHIRT OR AN ALL BLACK

UNIFORM: WHITE LONG SLEEVE BUTTONED DOWN SHIRT/BLACK PANTS/ BLACK SHOES/ BLACK SOCKS/ LONG BLACK TIE/ BLACK BISTRO APRON

CAPTAIN UNIFORM: Black Suit

Women

No dangling earrings, All hair tied **neatly back and in neat bun**

Natural Makeup, NO BRACELETS or "extra rings" or JEWELRY (Simple and Elegant)

MEN

- If you have facial hair, i.e. beard or mustache – please make sure you are a well-manicured & groomed
- If you have no facial hair, please make sure you are clean shaven
- Nails MUST BE Clean Cut AND "PERFECTLY MANICURED"

All clothes should be starched and neatly ironed/pressed ... they MUST come on hanger & preferably in a garment bag

Nails MUST BE Clean Cut AND "PERFECTLY MANICURED"

EC:

CHEFS:

MD:

BARTENDER:

WAITERS:

DIRECTIONS:

PARKING INSTRUCTIONS:

MARCIA SELDEN CATERING

Menu Coding & Highlights

Jaime & Morris Beyda
6 Bumble Bee Lane
Westport, CT
917-520-0406

Saturday, March 22, 2014
Sales Person: Jennifer

STAFF ARRIVAL: 5pm
PARTY START: 7-11

GUESTS: 40

MENU

Hors D'oeuvres ~36
 Zucchini Rounds with **Oven Roasted Tomato and Serrano Cheese Parm**
 Artichoke Bisognets with **Parmesan Cream**
 Stuffed Fries w/ **Cheddar Cheese & Fryer Oil**
 Deviled Egg topped with **Commeal Dusted Fried Oysters** (fry pot) with **Horseradish Caper Tomato Chives**
 Smoked Salmon on **Potato Shalot Cakes** with **Caviar Cream-dill**
 Tequila Grilled Shrimp with **Yogurt Lime Aioli Green Pickles**
 Peking Duck Spring Rolls with **Hoisin Dipping Sauce**
 Mini Sirloin Cheeseburger on a **handmade bun** with a **Pickle & Ketchup Wood Pickles**
 Fila Hot Dogs - everyone's favorite!
 Shots of **Tomato Bisque garnished** with **Mini Grilled Cheese Brioche Bites** - rented saki cups

Dinner by the Bite ~40ea
 Mezze Rigatoni **with vodka** with **Pear Onions Baby Peas Crispy Prosciutto**
 with **Creamy Ricotta & Crisp Garlic Ricotta Parm**
 Miso Glazed Sea Bass with **over Napa Cabbage, Edamame, Roasted Red & Yellow Peppers**
 Fried Chicken with **Buttermilk Waffles** topped with a **Honey Sriracha Maple Syrup**
 Warm Mini Corned Beef Reuben **Green Pickles** - **Rye bread - Russian dressing - sauerkraut - Vaselund**
 Mini Potato Knishes
 Crisp Dill Pickle

Buttered Desserts
 Mini Ice Cream and Sorbet Sundae in Demi-Tasse Cups... **rented spoons & cups** Sorbet Scoop
 Vanilla w/ **with Chocolate Fudge Sauce** **Goat Cheese and Whipped Cream**
 Coffee Ice Cream w/ **with Caramel Sauce** **Candied Pecans**
 Raspberry Sorbet w/ **with Fresh Berries and Raspberry Coulis**
 Freshly Baked Kitchen Sink Cookies 50 (Warm Chocolate Chip Cookies with **Crushed Kettle Chips & Pretzels**) with **Mudslide Milkshakes Milk, Ice cream**, rest of recipe - **rented blender & shooters, straws**
 Warm Apple Pie and **Blueberry Pie Pops** - Lucite Stand 25 each

BILLY TO PACK... BAR SET UPS
 LIQUOR/WINE/BEER/PROSECCO
 Orange Juice, Bottle Cranberry Juice, Grapefruit Juice, Coke, Diet Coke, Sprite, Diet Sprite
 Ginger Ale, Tonic, Club, Pellegrino, Aqua Panna
 Cocktail Olives & Onions, Lemons, Limes

EXTRAS : COCKTAIL NAPKINS

2 sleeves ICE/PARTY PACK/CANDY BOX/GARNISH FLOWERS

BACON WRAPPED POT SEAFOOD

Debbie & Allison Smith Tasting/65 Research Drive/Stamford, CT/203-921-5717
Wednesday, March 19th, 2014

Guests: 2
Time: 1:30 pm

Hors D'oeuvres 7
 Brie and Brown Sugar Quarts with **Toasted Almonds**
 Shiitake Mushroom, **Goat Cheese and Asparagus Fizzettes**
 Smoked Peas with **Chive Yogurt** & **Glazed Pecans** drizzled with **Port & Honey Syrup**
 Luma with **Cracking Rice Casserole** Avocado & **Red Sriracha Cream Dressing**
 Tequila Shrimp with **Guajano Yogurt Aioli Green Pickles**
 Long Island Lobster **Rolls**
 Thai Basil Chicken Dumplings with **Ginger Dipping Sauce**
 Peking Duck Spring Rolls with **Hoisin Dipping Sauce**
 Braised Beet Short Rib Beignets with **Horseradish Chive Cream**
 Fila Hot Dogs - everyone's favorite!

Dinner
Appetizer
 Possible one more salad TBD

Heirloom Tomato Salad with **Herb Infused Ricotta, Mica Basil, & Aged Balsamic Evoo, S/P, Cracked Pepper**

Bread French Baguettes, Cranberry Raisin, Caramelized Onion, focaccia with basil Pesto Butter

Entrées TASTING PORTIONS OF ALL 1 of each
Fish
 Roasted Sea Bass Provencale with **Tomato, Capers, Olives and Onions** - chopped parsley
Crisp Basil Risotto Cakes
 Mini Grilled Vegetable Napoleon: **Rosemary Skewer**

Miso Glazed Chilean Sea Bass (very well roasted with lots of color) with **Napa Cabbage Slaw**
 Cauliflower - **rice seeds** on top of fish **Cherry Vina**
 Jasmine Quinoa with **broccoli, Asparagus, Spinach and Edamame**
 Sauteed Baby Bok Choy w/ **ginger + soy**

Beef
 Porcini Crusted Filet of Beef with **Cabernet Reduction and Crispy Leek Bundles**
 Crisp Potato Rosti
 Oven Roasted Spinach Stuffed Heirloom Tomato - use on the vine round small tomatoes

Sliced Filet of Beef with **Truffled Madeira Reduction**
 Dauphinoise Potatoes
 Baby Spinach Saute with **Sundried Tomatoes, Shalots and Shiitake Mushrooms**

Dessert Buffet
 Our Elegant Cookies, French Macarons, Petite Meringue Kisses and Sweet Cakes
 2 Shots of **S'mores Pots de Creme in Saki Cups** - **Toasted Marshmallow & Graham Cracker Chard**
 Cobbler's à la mode served in Mini Cast Iron Skillets - Peach Blueberry 1 & Apple Raspberry 1 w/ **Vanilla ice cream**

Coffee Service
 French Roast Regular and Decaffeinated Coffee
 Milk, Sugar, Sweet & Lo, Equal and Splenda

JP Morgan @ the home of Vince Lapadula
54 Rock Maple Road
Greenwich, CT 06830

March 20th, 2014

Sales Person: Jennifer

STAFF ARRIVAL: 4:30
PARTY START: 6:30

GUESTS: 19
Fish: Beef
2

MENU

Hors D'oeuvres from 4:30 - 7pm 30
 Grilled Flatbreads with **Scallion Pesto, Caramelized Onions & Crisp Bacon**
 Zucchini Ribbons with **Fresh Mint, Chili Pepper and Goat Cheese**
 Pumpkin Parmesan Risotto Cakes with **Truffled Wild Mushroom Duxelle Parm**
 Crab and Avocado on **Brioche** with **Caviar Chives**

Dinner
Appetizer
 Warm Buttermilk Squash Soup with **Toasted Pepitas & Caramelized Apples Balsamic Glace**
 French Petit Pain 18 & Mini Whole Grain Rolls 18 with **Butter Pearls 36**

Entrée
 Apple Cider Glazed Sea Bass with **Pomegranate Pomery Sauce** **Pom Seeds**
 Wheatberry Pilaf with **Toasted Walnuts, Mint and Scallions Dressing Foil Cups**
 Roasted Brussels Sprouts with **Caramelized Red Onion**
 Tuscan Filet of Beef Florentine (send extra mix) with **Chianti Reduction**
 Horseradish Smashed New Potatoes
 Sauteed Haricots Verts Bunales with **Blistered Tomatoes 3 per plate - herb**

Dessert
 Chocolate Tuile Ribbons with **Sorbet Trio** (use what we have in the freezer that works) and **Fresh Fruit Confetti** (straw 1 qt, Blue 1 pint, Rasp 1, Kiwi 3, Mango 1) **Sorbet Scoop 3**

Offered to your guests
 French Roast Decaffeinated Coffee
 Regular Decaf and Herbal Tea
 Milk, Sugar, Sweet & Lo, Equal and Splenda

Client to own but will purchase from us:
 1 Case of Red Wine
 1 Case of White Wine
 12 Pack of Regular & Light Beer
 1 Bottle of Each: Vodka, Gin & Scotch.

BILLY TO PACK... BAR SET UPS
 Orange Juice, Bottle Cranberry Juice, Grapefruit Juice, Coke, Diet Coke, Sprite, Diet Sprite
 Ginger Ale, Tonic, Club, Pellegrino, Aqua Panna
 Cocktail Olives & Onions, Lemons, Limes

ICE
 PARTY PACK **CANDY BOX** **GARNISH FLOWERS** **cocktail napkins**

Menu Coding & Highlights



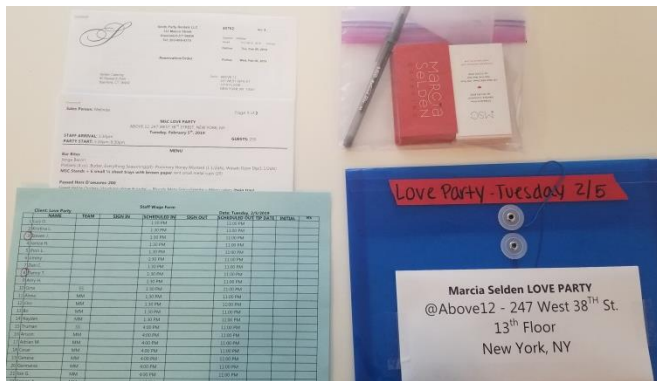
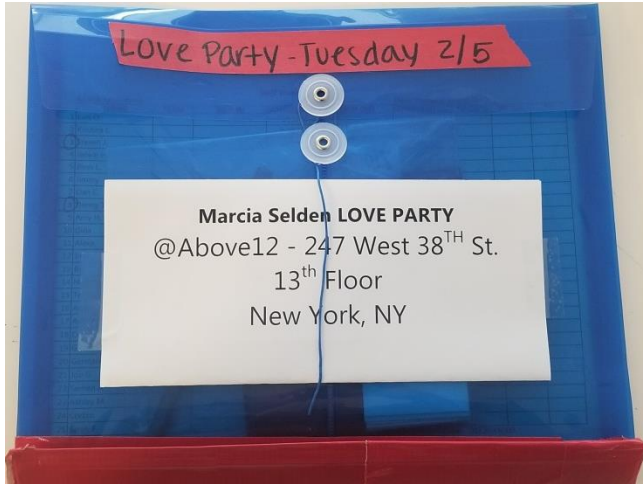
Party Plan

- Detailed Timeline
- Client Notes (what client provides -vendor information)
- Jobs- set up, cocktail, dinner & post event cleanup (more detailed jobs included such as post & pre-wedding ceremony jobs, dessert, coffee, etc.)
- Detailed menu, diagram of the event space with tables numbered
- For seated dinners, index cards with tables numbers, how many guests at that table & reconfirmation of table size

Party Pack

The Basics

- Color Code
- Mark with event name & date on it.
- Address, phone number, directions, parking instructions
- Business cards
- Staff sign in sheet (with clip board & pen) including overtime details
- 3-6 copies of the menu
- Latest copy of rentals
- In-house notes
- Any pertinent vendor contracts
- Copies of COI, Food License, Liquor License, Food Permits, if applicable
- Client Invoice
- Photos of Food Plating Presentations, Displays, Buffet Setups
- Menu Cards/Tent Cards/Staff Job Cards

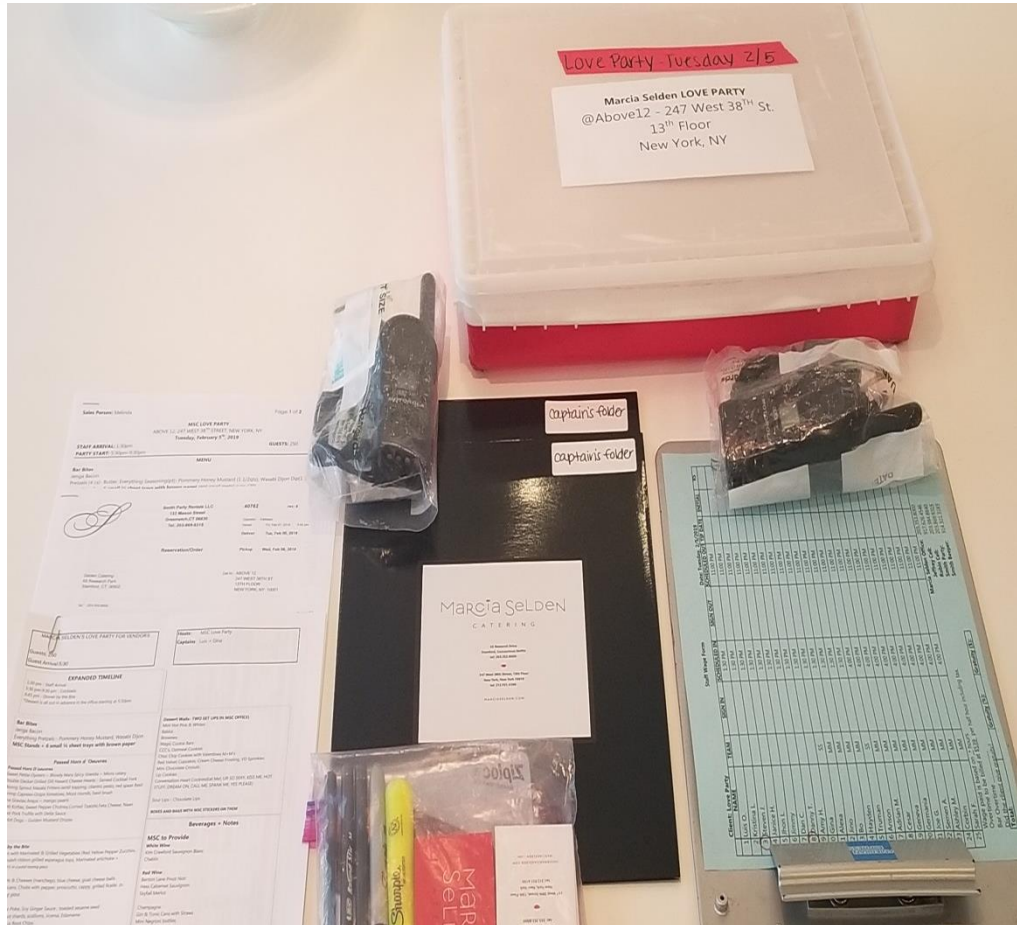


Party Box

- These are for detailed dinner parties (i.e. fundraisers, weddings, mitvahs, etc.) where there are many details

This is **only** handled by the party manager. Hand delivered to parties.

Party Boxes have everything in a party pack plus... walkies, sharpies, Post-Its, index cards, tape, party plans, captain folders (includes party plan, diagrams, vendor information sheet), 1-2 full copies of the event plan/jobs posting to be posted in the cooking and staff areas. Job Cards



Wedding/Event Tool Kit

- Cups with Lids & Straws
- Sewing Kit with White & Ivory Thread
- Double-sided Fabric Tape
- Safety Pins & Straight Pins
- Scissors
- Scotch Tape / Double-sided Tape
- Tampons/Maxi Pads
- Hair Spray / Comb / Bobbie Pins
- Listerine Spray / Mouth Wash
- Floss
- Mini Static Guard
- Gum/Mints
- Tylenols/Advil
- Mini First Aid Kit
- AA Batteries
- Tide Pen or White Chalk
- Visine
- Lint Brush
- Sunscreen
- Bug Spray
- Tissues
- Blotting Papers for Makeup
- Hand Lotion
- Deodorant Spray
- Q-tips
- Nail clippers
- Nail File
- Clear Nail Polish
- Various Earring Backs
- Collar Stays for Men's Shirts
- "How to" for tying a Bowtie
- Extra Black Bowtie
- Wipes
- Tums
- Hand Sanitizer
- Mini Pads
- Disposable Toothbrushes
- Hairbands
- A Disposable Camera



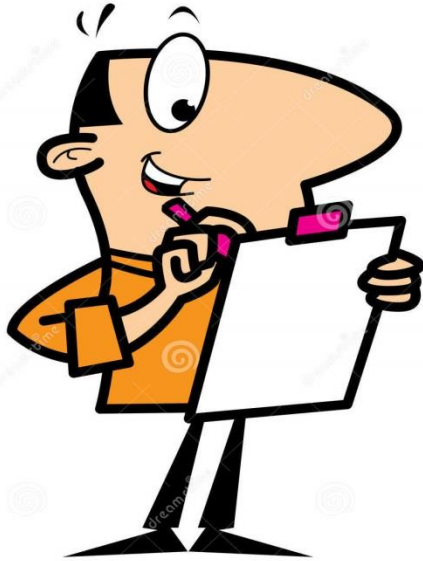
Pre-Event Meeting

Captain & Sales pre event meeting at our offices, conference call **or** on site (depends on event size)

Small event: Menus with party rentals, details, special notes, and pictures of the facility & or home to give the captain a good sense of their surrounding before their arrival, as if they were present at the initial meeting.

Run of Show & Timing

Gives client a huge sense of comfort (as we all know, ours sales staff can't work every event)

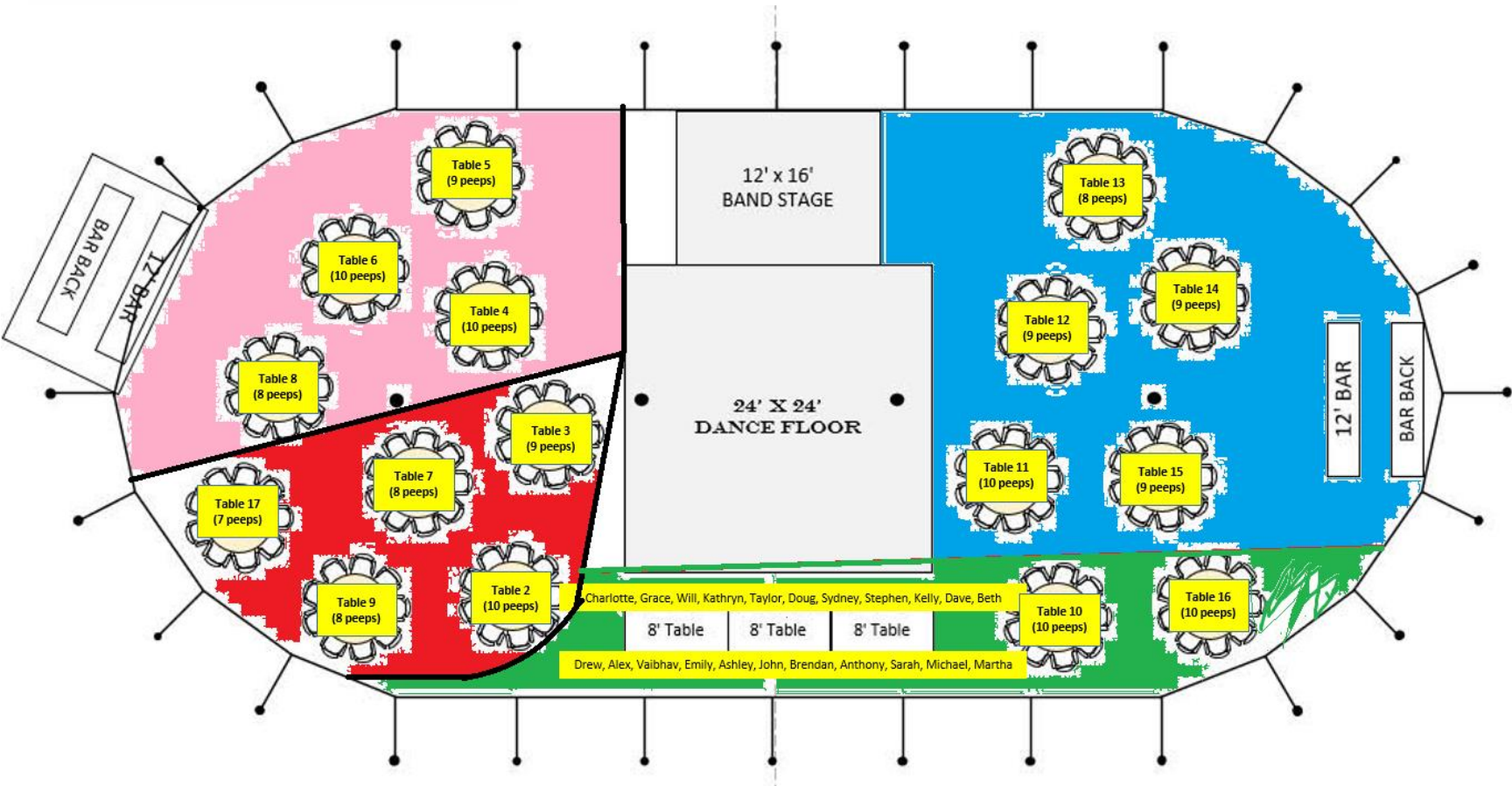


Pre-Event Meeting

Some clients want to meet with our captains prior to the event – if we can make it happen, we schedule a meeting with client, captain & sales manager.



Sample Diagram





Neighborhood Letter

Address Phone Number
203-353-8000

Dear Neighbors,

We are sending you a quick note to inform you that we are hosting our **wedding celebration** at my **Uncle & Aunt's home, Saturday, August 24, 2014**. It will be in a tent on the property.

We write to ask you, in advance, to forgive the noise and the music that evening. This is a once in a lifetime event and we hope that you will bear with us for this special night in our lives. We will have a Police Officer in attendance as well as Valet Parking for our guests.

Our guests have been invited for 7:00pm.

Thank you for your understanding!

Sincerely,

Bride & Groom



Staff Sign in

Staff Wage Form

Client: Selden

Date: Sunday, 2/3/2019

	NAME	TEAM	SIGN IN	SCHEDULED IN	SIGN OUT	SCHEDULED OUT	TIP DATE	INITIAL	RS
1	Luis			2:00 PM		8:00 PM			
2	Steven			2:00 PM		8:00 PM			
3	Jhon			2:00 PM		8:00 PM			
4	Amy			2:00 PM		8:00 PM			
5	Melissa			2:00 PM		8:00 PM			
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Wage paid is based on _____ hours.
 Overtime to be billed at \$__ per half hour including tax.
 Bar Overtime _____
 Did the client give gratuity? _____

Marcia Selden Office: 203.353.8000
 Jeffrey Cell: 917.626.4546
 Robin Cell: 203.984.8840
 Smith Party: 203.869.9315
 Smith Beeper: 914.321.3183
 Smith Warehouse: 914.939.5042

Menu Cards

Front

TABLE #:

WAITER:

1. BEEF / FISH
2. BEEF / FISH
3. BEEF / FISH
4. BEEF / FISH
5. BEEF / FISH
6. BEEF / FISH
7. BEEF / FISH
8. BEEF / FISH
9. BEEF / FISH
10. BEEF / FISH
11. BEEF / FISH
12. BEEF / FISH

TOTAL BEEF:

TOTAL FISH :

Back

Tricolor Peppercorn Crusted
Filet Mignon with Carm.
Shallot Demi Glaze
Twice Baked Potatoes
Herb Roasted Vegetables

Or

Olive Oil Poached Salmon
with Frisée, Orange,
& Candied Pecans
Sautéed Haricots Verts
& Grape Tomatoes
Golden Jewel Cous Cous
with Veggie Confetti

Expeditor Sheet

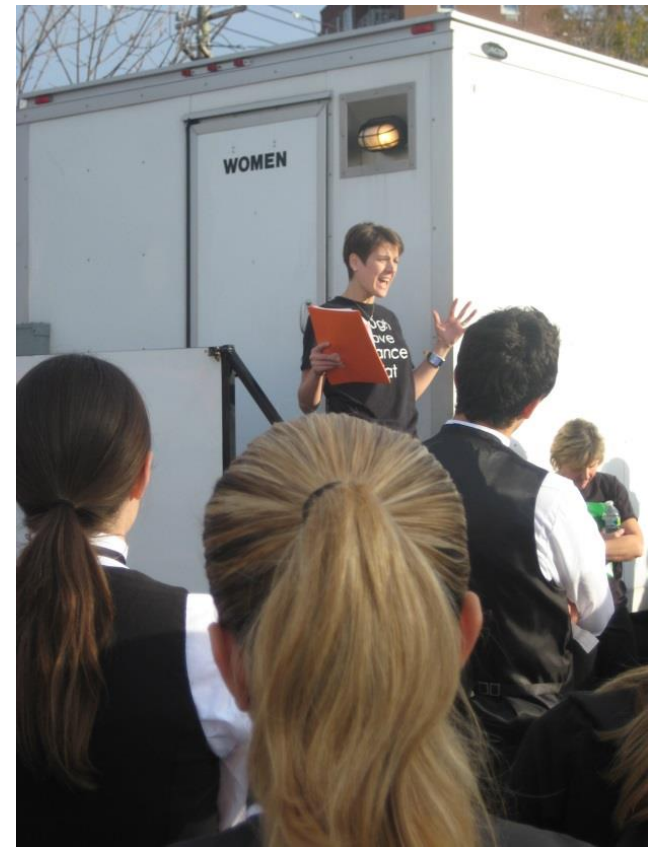
LEADER		TABLE #	# of Guests	BEEF	Salmo n	VEG
Barbara	1	Bridal Table	10			
Kevin	2	Table 9	12			
Wayne	3	Table 8	10			
Barbara	4	Table 4	10			
Kevin	5	Table 10	11			
Wayne	6	Table 11	10			
Barbara	7	Table 3	8			
Kevin	8	Table 7	12			
Wayne	9	Table 6	9			
Barbara	10	Table 2	10			
Kevin	11	Table 5	9			
Wayne	12	Table 1	10			
			121			

Plate out Assignments

<u>LEFT A</u>		<u>LEFT A</u>	
<u>EXPEDITER</u>	ROBIN	<u>CHEF FOOD RUNNER</u>	THOMAS
	<u>LINE #1</u>		<u>LINE #2</u>
BEEF	LIZA	BEEF	JOHN F.
POTATOES	ROSEMARY	POTATOES	JORDAN
SAUCE	JEFF SELDEN	SAUCE	JANICE
VEGGIE	JEN J.	VEGGIE	VALERIE
TOMATOES	EMMA	TOMATOES	ANTHONY L.
CLEAN PLATES	CECI	CLEAN PLATES	STEVE F.
<u>LEFT B</u>		<u>LEFT B</u>	
<u>EXPEDITER</u>	SCOTT	<u>CHEF FOOD RUNNER</u>	CHIP
	<u>LINE #3</u>		<u>LINE # 4</u>
BEEF	DANNY	BEEF	SUSIE
POTATOES	DEVIN	POTATOES	DAVE
SAUCE	CAREYANN	SAUCE	KELLY
VEGGIE	RENEE	VEGGIE	ANNA
TOMATOES	BRIAN M.	TOMATOES	DAN C.
CLEAN PLATES	EMILY B.	CLEAN PLATES	BLAIRE

On Site Staff Meeting

- No matter the size, **always** have a staff meeting
- For large events, budget an hour to meet
- Reason for party & who the client is?
Background?
- Basic Overview Timeline of the evening
 - Front of house
 - Food Timeline Expectations given to the executive chef in the beginning but with constant communication of any changes throughout the night
- Staff's role in the event



MARCIA SELDEN CATERING

- Setup a mock table setting
- Every detail is covered
 - Bathroom locations, timeline, vendors, rentals
 - Garbage/recycling, overview of job cards & sanitation
- Show staff how each course will plate out. Make them practice it!
- Team Service, try to have the same people work together throughout the whole event
- Kitchen Meeting- (Go through timing, Plate out, Etc.)



Meeting Notes

MAIN MEETING

PLATEOUT FOR DINNER & DESSERT

Remain quiet in the kitchen during plate out

We will line up down the ramp

FOOD RUNNER TEAMS - STAY IN POSITION, SOME OF YOU MAY HAVE TO TAKE 3 PLATES

IF YOU ARE NOT ON A FOOD RUNNER TEAM, REPORT TO ROBIN AFTER THE APPETIZERS ARE CLEARED

POSITION1 will be marked at 12:00 o'clock on each table

2 PLATES AT A TIME (SOME WILL HAVE TO DO 3)

FOLLOW THE PERSON BEHIND YOU - STAY IN ORDER

Try to lock eyes with your team and drop all at the same time

(Drop plates left/ clear right)

CLEARING

Clear when entire table is finished as a team

Appetizer, knife, fork, plate – Charger removed pending client's needs

DO NOT clear any glassware, napkins or candles until the guests leave... NO EXCEPTIONS!!!!

BUS TO SANITATION STATION - set locations for cocktails and dinner

QUIET PLEASE
Catering Chef
AT WORK



INDIVIDUAL TEAM MEETING – GENERAL TIPS

Team system – one of you must be on the floor at all times – no eating, drinking, chewing gum, no talking in clusters on the floor...no dancing or singing to the music – NO EXCEPTIONS

Cordial, friendly service...**NO is not in our vocabulary**...if you don't know, ask your captain /chef

ALL WINE SERVICE POURED AT TABLE. DO NOT PICK UP GLASSES TO POUR WINE

Work as a team- decide and appoint tasks within your team – water, wine, etc.

NO cell phones held on your person...if you expect an important phone call you can leave it with the chefs & they will get the message to you

Breaks will happen after dinner & the captain will inform you

DINNER ...GENERAL SERVICE

DO NOT jump to other tables especially other teams; if a guest from another table has a request let them know you will happily take care of their needs – advise their server.

We are being paid for our time...do not rush through the party...especially during break down - it should be neat, clean and orderly...

Serve from left (leave left), Clear from right (remove right)

DO NOT over pour wine

Fold Napkins when a guest leaves the table – fresh napkin service for dessert

Butler drinks from bar on a tray ...ALL service/clear off from trays... No running

Service Stations will have wine, openers, water, extra flatware, lighters, service napkins

Captains Report

- Client name:
- Event Date:
- Location:
- Sales Person:
- Guest Count:
- Event Review:

Food – Quantities Sufficient

Quality to Standards

Guest Feedback

Leftovers

- Staffing (uniforms, grooming issues, standouts, everyone on time?)
- QSB Nominations?
- Any behind the scene issues/concerns?
- Front of House issues?
- Equipment/Rentals?
- Walkthrough with the client?
- Breakage/Damage of MSC or Client's items?
- Location notes for future?
- Gratuity

Contact



Jeffrey Selden
Managing Partner
jeffrey@marciaselden.com



Robin Selden
Managing Partner - Executive Chef
robin@marciaselden.com

 **203.353.8000**

 **www.marciaselden.com**

 **@marciaselden**

 **Marcia Selden Catering**

 **Robin Selden and Jeffrey Selden**

