

JAMES HANSET
EXECUTIVE CHEF

SPECIAL
POINTS OF
INTEREST:

- International cuisine is our specialty
- We use the highest quality ingredients and offer organic food choices
- We cater everything from box lunches to a formal sit-down affair.

CONTACT
INFORMATION

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Event Checklist



Event Success Top 10

Whether you're planning your own wedding, an anniversary party, or a corporate event, your success is all in the details. Here are some things to remember when planning your next celebration:

- 1) **Timeline and task list:** To keep you on track, develop a task list and timeline. Working backwards from the date of your party, list all of the things you need to order, from invitations to finalizing the catering, to make your job easier.
- 2) **Theme development:** Choose the unique or fun idea that will make your event memorable.
- 3) **Invitations:** Select something that reflects the theme of your event or party. Look at specialty paper stores for ideas or even create your own.
- 4) **Food/Catering:** Work with the caterer to choose a menu that will impress your guests while at the same time, adhere to your budget.
- 5) **Rental Items:** Determine if the venue has the following items or if you need to work with a local rental company.
 - a. Tables/chairs
 - b. Linens
 - c. Centerpieces and other specialty décor items
 - d. Tent/outside enclosure
 - e. Lighting
 - f. Weather considerations (heaters, fans)
 - g. China/plastic ware
- 6) **Entertainment /Music:** One of the most important aspects of the party is the entertainment. Don't overlook its significance. Whether it's taped music, a deejay or a band, good music can get your guests moving and make the difference between average and stellar. Be sure the volume is appropriate for different stages of your event.; lower for dinner and cocktail time, louder to boost energy and encourage dancing.
- 7) **Décor:** Check out your local party store, florist, or rental and prop companies for unique ideas.
- 8) **Pictures /Video:** Will you hire a professional photographer, have guests take pictures with disposable cameras or take photos yourself? Think about how you want to remember your event.
- 9) **Lighting:** Whether you're staging a party at home or in a rented space, lighting makes all the difference. There are professional lighting companies for more elaborate events. Party and lighting stores have theme or mood lighting. In many cases, just setting the existing dimmers or lighting lots of candles around the room can make a big difference. Remember to set light levels before the guests arrive.
- 10) **Back-up Plans:** If you're planning an outdoor event, make sure you've got a plan for inclement weather, such as tenting or an alternative indoor space.

Event Planning Checklist

Use this checklist to plan your event and to note who is to provide each item.



Event		
Type (reception, holiday party)		
Name		
If a wedding reception, are the reception and wedding held at the same location?	Yes / No	
Event date	Day:	Date:
Facility	Name:	
Facility booking	Reserved on:	Booked on:
Does the facility have a kitchen?	Yes / No	
Facility contact	Name:	Phone:
Facility address		
Directions given to The Great Escape	Date:	To whom:
Authorized Contact		
Person allowed to request changes	Name:	
Contact phone numbers	Phone:	Cell:
Contact fax and email	Fax:	Email:
Contact information given to The Great Escape	Date:	To whom:



Hours

Event hours	Beginning:	End:
Set-up through clean-up	Beginning:	End:
Food delivery	Dropped off / Served	
How will food be served?	Buffet / Sit-down / Passed appetizers	
Wait Staff	Number:	
Bartenders	Number:	

Deposit

Required	Yes / No	Date required:
Amount	Amount:	Date paid:
Payment method	Check / Visa / MasterCard	Number:
	Cash	Other:

Contract

Received	Date:	
Reviewed and noted changes or corrections	Date:	
Sent changes to The Great Escape	Date:	
Received revised contract	Date:	
Signed and returned contract	Date:	
Guest count – initial estimate	Number:	
Estimate to The Great Escape (two weeks in advance)	Date:	To whom:
Guest count – firm	Number:	
Firm count to The Great Escape (one week in advance)	Date:	To whom:
Final payment (one week in advance)	Amount:	Date paid:
Payment method	Check / Visa / MasterCard	Number:
	Cash	Other:

Item	Provided by		
	Great Escape	Customer	Facility
Food and Beverages			
Items in shaded areas are not provided by The Great Escape. We will consult with you to find alternative vendors.			
Food			
Appetizers			
Entrees			
Soup/Salad/Sides			
Other:			
Dessert			
General desserts			
Wedding or special occasion cake (remember plates)			
Other:			
Food Service			
Wait staff			
Serving utensils			
Hot/cold temperature hold			
Non-Alcoholic Beverages			
Regular soft drinks			
Diet soft drinks			
Bottled water			
Fruit spritzers			
Regular coffee			
Decaf coffee			
Tea			
Punch			
Cream and sugar			
Lemon wedges			
Stir sticks or spoons			

Item	Provided by		
	Great Escape	Customer	Facility
Food and Beverages			
Alcoholic Beverages			
Wine			
Beer			
Champagne			
Other:			
Beverage Service			
Bartender			
Bar			
Liquor permit			
Ice (chilling and in-glass)			
Beverage chilling (non-alcoholic)			
Beverage chilling (alcoholic)			
Tables, Seating, and Decoration			
Tables			
Buffet tables for food			
Tables for guest seating			
Specialty tables			
Chairs for guest seating			
Set-up of tables, chairs			
Tear-down of tables, chairs			
Tablecloths			
Tablecloths for food and beverage tables			
Tablecloths for guest seating			
Tablecloths for specialty tables			

Item	Provided by		
	Great Escape	Customer	Facility
Tables, Seating, and Decoration			
Table Decorations			
Decorations for food and beverage tables			
Decorations for guest tables			
Decorations for specialty tables			
Napkins			
Cloth (color:)			
Paper (dinner size)			
Paper (luncheon size)			
Paper (beverage/cake size)			
Dishes, Flatware, and Glassware			
China Plates			
China dinner (10")			
China salad/dessert (7.5")			
China rimmed soup bowl (9")			
China bread and butter (6")			
China cup and saucer			
Charger plates			
Paper Plates			
Paper plates (dinner size)			
Paper plate (luncheon)			
Paper plate (cake size)			

Item	Provided by		
	Great Escape	Customer	Facility
Dishes, Flatware, and Glassware			
Flatware (Premium Stainless Steel)			
Salad/dessert forks			
Dinner forks			
Teaspoons			
Soup spoons			
Dinner knives			
Butter knives			
Steak knives			
Cocktail forks			
Crab crackers			
Flatware (Plastic)			
Forks			
Knives			
Spoons			
Glassware and Stemware			
Water goblet			
Wine (6.5 or 8.5 oz.)			
Champagne Flute (6 oz.)			
Pilsner (12 oz.)			
Martini (6 oz.)			
Rocks (7 oz.)			
Double rocks (12 oz.)			
Highball (12 oz.)			
Cooler (15 oz.)			

Item	Provided by		
	Great Escape	Customer	Facility
Dishes, Flatware, and Glassware			
Plastic Cups			
Tumbler size			
Paper or Styrofoam coffee cups			
Beverage Serving Pieces			
Beverage containers			
Champagne fountain, cups			
Punch bowl, cups			
Wine opener			
Bottle opener			



**James Hanset,
Executive Chef**

The Great Escape Catering Co.
Phone: 503-753-4555
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Catering remarkable cuisine at an exceptional value.

With The Great Escape Catering, your corporate event, private party, wedding or other special occasion is guaranteed to be remarkable in taste and impeccably planned. We're not just a food delivery service. We strive to build a relationship with you so we can custom-design the menu of your choice – from box lunches to formal sit-down culinary masterpieces. Our staff works side-by-side with you, from start to finish; we make sure your event is a complete success.

At The Great Escape Catering, we understand consistent excellence in creativity and performance. These qualities are the key to our success and the reason so many of our clients are repeat customers.

