

Z O O C A T E R I N G
S E R V I C E S

Event Production

Provided by Zoo Catering Services

Event Production is included in all Staffed ZCS estimates for no additional fee

Initial Meeting and Support

Initial Site Visit

*Complete Estimate of ZCS Services including;
schedule of events, rental list and lighting plan*

Menu development

Referrals for vendors not yet confirmed

Continuing Planning and Support

*Revised Estimate of ZCS Services including updated schedule of events,
rental list, lighting plan and vendor plan (delivery and set up)*

*Limited availability for questions, advice, support
and referrals by phone and e-mail*

Final site walk through

Confirm client organized vendors and delivery times

Day of Event (Pre-Event)

Event Captain manages set up of lighting and rentals
for ceremony and reception*

Reception

*Event Captain and Event Team**

Greet guests and direct them to the ceremony and reception locations

Event Captain manages catering and catering staff

*Event Captain assists with the schedule of events in
regards to food and beverage service*

Light candles on guest tables

Dismiss tables to buffet

Organize vendor meals

Arrange "to-go" meal for Bride and Groom

Event Captain manages clean up and breakdown of event