

# Menu Confirmation Template - Client



Name  
Address Line 1  
Address Line 2  
Address Line 3

Dear (Recipient's Name),

Thanks for your time yesterday. Following a successful tasting I would like to confirm the various decisions made so far.

## Timings

The reception starts (TBC). Dinner will be announced approximately (TBC) with a brief welcome speech from (TBC). Dinner will start (TBC) and run to approximately (TBC). Once dinner is over all guests will be ushered from the room. The disco, casino and other games will begin after dinner in the (TBC). The after bar will open at this time. Final orders will be at ((TBC)) and the music will finish at (TBC) to clear the venue for (TBC).

## Reception

The cloakroom will be on standby for (TBC). Our ushers will guide guests through to the (TBC) for trayed reception drinks. These will be (TBC). Background music will be played in (TBC). We will have a few occasional tables spaced between the rooms.

## Cab Controller

We will set up a desk in the (TBC) for the Cab Controller throughout the evening.

## Catering

There will be no bread or starters on tables as the guests sit down. The following menu has been selected:

\*\*\*

### Starter

\*\*\*

### Main Course

\*\*\*

### Vegetarian Main

\*\*\*

### Dessert

\*\*\*

### Coffee & Petits Fours

You will advise the number of special diets in advance and the staff will also check at their table for dietary requirements.



NOTE: Whitewall cannot ensure that the above menu is 100% nut free. If you or any of your guests have severe allergies to any type of food then special arrangements can be made. Special Menus may incur additional costs.

\*\*\*

Champagne / Sparkling Wine

\*\*\*

White Wine

\*\*\*

Red Wine

No wine is to be pre-poured but the first glass will be served before the welcome speech as soon as the guests are seated and topped up as necessary. One bottle of sparkling and one of still mineral water on each table to be replenished as necessary. I will remain informed of the drinks spend throughout the night and will let you know how the budget is going.

#### After Bar

The after bar will be stocked with the same wines as selected for the dinner (TBC) as well as soft drinks.

#### Table Settings

The tables will be set for 10, linen (TBC), crockery and relevant silver and glassware. The napkins will be simply folded. (TBC) will provide their table stands and numbers.

#### Table Plan

Please find attached instructions on how to complete your table plan. I will send a plan of the banqueting room to you shortly.

#### Final Nos and Dietary Requirements

Please confirm the final number of guests attending and all special meals needed on (TBC). I will also require the table numbers for the special diets.

#### Disabled Guests

I need to know in advance if any guest requires special access.

I trust this is all in order however, if you do have any queries please do not hesitate to contact me.

Kind regards

Name

Location & Catering Manager

# Menu Confirmation Template - Venue



Name  
Address Line 1  
Address Line 2  
Address Line 3

Dear (Recipient's Name),

Thanks to you and the chef for the menu tasting session on (TBC). The food and service standards were impressive. I would like to confirm the various decisions made so far.

## Timings

The reception starts (TBC). Dinner will be announced approximately (TBC) with a brief welcome speech from (TBC). Dinner will start (TBC) and run to approximately (TBC). The (TBC) will begin straight after dinner. The (TBC) bars will open at this time. Bars and the music will finish at will finish at (TBC) to clear the venue for (TBC).

## Reception

The cloakroom and reception staff will be on standby for (TBC). Our ushers will guide guests through to the (TBC) for the reception. Trayed reception drinks – comprising (TBC). We will have (TBC) occasional tables spaced throughout.

## Catering

There will be no bread or starters on tables as the guests sit down. The following menu has been selected:

\*\*\*  
Starter  
\*\*\*  
Main Course  
\*\*\*  
Vegetarian Main  
\*\*\*  
Dessert  
\*\*\*  
Coffee & Petits Fours

We will advise the number of special diets in advance and the staff will also check at their table for dietary requirements.



\*\*\*

Champagne / Sparkling Wine

\*\*\*

White Wine

\*\*\*

Red Wine

No wine is to be pre-poured but the first glass will be served before the welcome speech as soon as the guests are seated and topped up as necessary. One bottle of sparkling and one of still mineral water on each table to be replenished as necessary. I will need to be informed of the drinks spend throughout the night. The wine waiters should be instructed not to clear glasses with drink in them.

#### After Bar

A full bar serving wine, beer, [house spirits \(vodka, gin, brandy, whiskey and rum\)](#) and soft drinks will be available in [\(TBC\)](#). Cigarettes and cigars will be available / not available for guests to purchase.

#### Table Settings

The tables will be set for 10, linen [\(TBC\)](#), crockery and relevant silver and glassware. The napkins will be simply folded. [\(TBC\)](#) provide their table stands and numbers.

#### Table Plan

Easel provisions [\(TBC\)](#).

#### Final Nos and Dietary Requirements

We can confirm the final number of guests attending and all special meals needed on [\(TBC\)](#).

#### Disabled Guests

[\(TBC\)](#).

#### Crew Room

Please secure us a changing area for the artistes. The crew would prefer a separate room for the evening rather than using the restaurant if possible.

#### Radio Communications

We request that the Banqueting Manager on the vent day wears radio communications provided by Whitewall to ensure the smooth running of the event.

If you do have any queries please do not hesitate to contact me.

Kind regards

Name

Location & Catering Manager

**upstage Communications Ltd. Trading as whitewall**

63-66 Hatton Garden, Fifth Floor Suite 23,  
London, EC1N 8LE

[whitewallcreative.com](http://whitewallcreative.com)

Registration No: 03730073. VAT No: 756664784

Company registered in England and Wales

## TASTING CHECKLIST

# WHITEWALL

Project: **NAME**

Venue: **NAME**

Date: **DATE**

Client: **NAME**

### GENERAL

Venue Questions	Which venue entrance should guests use?
	Caterer (manager) arrives at (time).....
	Catering staff will wear/no.staff?
	Easels?
	Is any technical equipment provided with the room?
	What signage is available?
	What toilets are available and where?
	If upstage is not running the cloakroom, how many people are on it and where is it?
	What H&S documentation do you require?
	Banqueting Manager to wear radio communications provided by upstage?
Client Questions	Client arrival times on the day?
	What are numbers like so far?
	Do you need an office and any equipment?
	Requirements for signage - What would you like hotel signage to say?
	Should artistes target client/boss/VIP?
	Are there any speeches? When? Who? Where?
	Are you having a reception desk? Where? Who will man it?
	Confirm dress code
	Explain what happens with drinks spend allowance/limit?
Guest Numbers:	Minimum numbers
	When final numbers due?
	Implications of catering numbers increased/decreased after venue deadline has passed?
	Guests per table
	Table size
	Number of tables
	Table floor plan done?
	Venue restrictions on table lay out? (fire regulations etc)
Guest Requirements	
	Accommodation required?
	Any transport required?
	Guest list?
	Disabled guests?
Crew	
	Office and office equipment (phone, internet)
	Changing area
	Food

## RUN THROUGH TIMINGS OF EVENT

Time	Description
	Access to reception room
	Access to dinner room
	Meeting with event manager and banqueting manager
	Trayed service on standby
	Guest arrival and trayed service commence
	Food service commence
	Main room on standby
	VOG dinner announcement
	Guests seated and first glass of wine poured
	Welcome speech
	Dinner service commence
	Crew dinner served
	After bar on standby
	After dinner entertainment commence
	VOG last orders announced
	VOG bar closed
	Last song
	Guests depart
	Hotel bar open until??

## RUN THROUGH DRINKS RECEPTION REQUIREMENTS

Menu:	Canapés
Drinks:	Sparkling wine/champagne
	Cocktail
	Red wine
	White wine
	Beer
	Non-alcoholic
	Water
Service:	Trayed / bar service - ready for (time)?
	Number of bars
	Bars' locations
	Selection on trays
	Top up
	Cash Bar?
Catering staff:	Manager
	Food
	Drinks
Furniture:	Occasional tables - clothed?
	Easels - how many and where to set?
	Cloakroom
	Other
Smoking:	
Floristry:	

# Menu Tasting Notes



Project Name

Venue / Caterer

Dates of Event

## Tasting Menu – Dinner Selection

### Starters

#### *Bread and butter*

- XX

.....

.....

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- XX

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.....

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- XX

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.....

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## Main Courses

- XX

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- [illegible]

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.....

- [illegible]

.....

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.....





## Vegetarian Main Courses

- XX

- [illegible]

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- [illegible]

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## Desserts

- XX

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.....

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- XX

.....

.....

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- XX

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.....

.....



## Champagne / Sparkling Wine

- [illegible]

- XXX

- [illegible]



## White Wine

- XXX

- XX

- [illegible]



## Red Wine

- XX

- [illegible]

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- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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