Wedding Catering Proposal

A completed proposal for an 80-guest summer wedding — worked example

Worked example. This is a real document from The Catering Toolkit, filled in to show what a finished proposal looks like. The couple, the venue, the company and every price are invented for illustration. In the toolkit you receive this as an editable Word file, ready for your own branding and prices.

Prepared for Hannah Rees & Tom Fielding

Couple	Hannah Rees & Tom Fielding
Date	Saturday 12 June 2027
Venue	Wrenfield Barn, Buckinghamshire
Guests	80 for the wedding breakfast, 120 in the evening
Their vision	“Relaxed and generous. Long tables, seasonal food, nothing stiff. We want people still eating at midnight.”
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1 · Introduction

Dear Hannah and Tom,

Congratulations, and thank you for considering us for your wedding at Wrenfield Barn. It is a privilege to be asked — it is one of the most important days of your lives, and we build everything around it: your style, your guests, your vision.

Everything below is a starting point. We would love to talk it through and arrange a tasting before you decide.

With warm wishes, Ellie

2 · About our catering

Quillon & Sage Catering has catered 140 weddings across Buckinghamshire and Oxfordshire, from 30-guest barn ceremonies to 200-guest marquees. We are known for generous, seasonal food and a calm team who make the day feel effortless. We work alongside your venue, planner and suppliers so you can simply enjoy it.

“They were the calmest people at our wedding. The food was extraordinary and we did not think about it once all day.” — Ruth and Daniel, June 2026

3 · Proposed menu

A suggested menu to start the conversation — everything is tailored to you at your tasting. Codes: (v) vegetarian · (VG) vegan · (GF) gluten-free.

- **Canapés** — whipped goat’s cheese and beetroot tartlet (v) · mini fish and chips in a cone · chorizo and manchego skewer (GF)
- **Starter** — heritage tomato and burrata, basil oil, warm focaccia (v)
- **Main** — slow-braised feather blade of beef, dauphinoise, seasonal greens, red wine jus (GF)
- **Dessert** — vanilla panna cotta with macerated summer berries (v)(GF)
- **Evening** — hog roast in artisan rolls with apple sauce and crackling, wood-fired flatbreads (v)

Dietary requirements. Confirmed so far: 4 vegetarian, 2 vegan, 1 coeliac, 1 severe nut allergy. Every dietary need is prepared to the same standard, and allergy meals are plated, labelled and served separately by the supervisor.

4 · Service details

- Canapés passed during reception drinks; wedding breakfast served to table; evening food set out as a station.

- Your team is led by Priya, an experienced event supervisor, who liaises with Wrenfield Barn and coordinates timings so you never have to think about it.
- We align with your photographer and speeches so the food flows around your schedule.

5 · Equipment and staff

Included: china, cutlery and glassware for the meal, table linen, all serving equipment, cake table dressing.
Not included (available as upgrades or via your venue): tables and chairs, styling and florals, bar glassware.
Team for 80 guests: 3 chefs and 6 service staff, led by 1 event supervisor, on site from 11:00 until 23:30.

6 · Draft schedule

Time	What happens	Who
11:00	Team arrives, kitchen set up in the catering tent	All
14:30	Ceremony — kitchen quiet, no service	—
15:00	Canapés and reception drinks on the lawn	Service team
16:30	Guests seated, wedding breakfast served	All
18:15	Speeches — service pauses, allergy meals confirmed	Priya
18:45	Dessert and cake cut	Service team
21:00	Evening food station opens	Chefs
23:30	Clear-down complete, van loaded	All

7 · Investment

Qty	Description	Per head	Total
80	Wedding breakfast — three courses, served to table	£68.00	£5,440.00
80	Canapés — three per guest during reception	£9.00	£720.00
120	Evening food — hog roast in artisan rolls	£14.00	£1,680.00
	Staff & service — 3 chefs, 6 service staff, 1 supervisor		£980.00
	Equipment & linen — china, cutlery, glassware, table linen		£640.00
	Transport — two vehicles, 46 miles each way		£180.00
	VAT at 20%		£1,928.00
	Total		**£11,568.00**

A deposit of £2,892.00 (25%) secures your date, with the balance due four weeks before. A complimentary tasting for two is included once booked.

8 · Optional upgrades

- Arrival bubbly reception — £7.50 per head
- Cheese table in place of dessert — £420
- Late-night bacon rolls — £4.50 per head
- Children’s menu — £18 per child

9 · Terms (summary)

Payment: 25% deposit to secure the date, 25% at six months, balance four weeks before. **Final numbers:** table plan, numbers, named allergies and special meals due three weeks before; menu confirmed at your tasting. **Allergens:** we provide dish-level allergen information and follow our allergen-management controls. **Hire:** quantities are based on final numbers plus 5% contingency. Full Terms and Conditions accompany this proposal.

10 · What happens next

- You confirm and we secure 12 June 2027.
- We book your tasting and design the final menu.
- Site visit and timeline planning with Wrenfield Barn.
- Final numbers and details three weeks before.
- On the day, we handle everything — you enjoy every moment.

Thank you for considering Quillon & Sage Catering. It would be an honour.
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