



MARISCOS CATERING 2011

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CATERING 2011

*Mariscos understands that you have
unique tastes and desires for your catering event.
This is a guide to help you create something special
for the people you wish to host.
We take pride in creating the best dining experience
that's just right for you.*

BREAKFASTS
LUNCHES - SALADS
STARTERS
DINNERS
SIDE DISHES
DESSERTS
BEVERAGES
SERVICES

MARISCOS BREAKFAST

Eight guest minimum

THE ANY DAY BRUNCH

Smoked salmon accompanied by chopped egg, sliced tomatoes, sliced red onions, capers, lemon wedges and dill crème fraiche; accompanied by a fruit platter, choice of quiche & toasted bagel halves

MARISCOS BREAKFAST BUFFET

Cheesy, egg & potato casserole, sausage or bacon platter fruit platter with yogurt dip & English muffins

BRUNCH SANDWICH PLATTER

Roasted chicken salad, a traditional egg salad or a combination of both on slider buns with seedless grapes and strawberries

THE CONTINENTAL

Signature Cinnamon Roll Bread Pudding and bagels, served with honey cream cheese accompanied by Chef's fruit salad

COUNTRY BISCUITS & GRAVY

House made rich gravy and pork sausage accompanied by Mariscos fruit platter

MARISCOS BREAKFAST – A LA CARTE

Eight guest minimum

Match with Mariscos Breakfast to create your own menu.

SIGNATURE CINNAMON ROLL BREAD PUDDING

Slices of our signature bread pudding with cream cheese icing & a drizzle of warm caramel

QUICHE (choose) *Classic Lorraine*

*Spinach & Goat Cheese or
Chorizo Roasted Tomato*

CLASSIC DEVILED EGGS

Minimum order of 1 dozen halves

BACON & SAUSAGE PLATTER

Hickory smoked bacon & premium pork sausage links

YOGURT PARFAIT *(build your own)*

Vanilla yogurt, mixed berries and granola

FRESH FRUIT SALAD

Chef's selection of diced fruit in yogurt sauce

MARISCOS FRUIT PLATTER

A bountiful basket of sliced, seasonal fresh fruits accompanied by yogurt sauce

MARISCOS COFFEE & ORGANIC TEA

Our signature blend from J&S coffee Includes cups, assorted sugars, lemon wedges and half & half. • regular • decaffeinated
Coffee...Tea

JUICES

Bottles of Orange, Cranberry & Ruby Red Grapefruit
Fresh Squeezed Orange Juice

MARISCOS LUNCHEON
Each platter serves eight - ten guests

PRIME RIB

Sliced Prime Rib cooked medium rare, served platter style with horseradish cream sauce; accompanied by our house salad with balsamic vinaigrette and seasonal grilled vegetables; finished sliced baguettes & whipped butter and dessert

ROASTED CHICKEN

Roasted, glazed half chicken with petite potatoes, herbed pan sauce, spinach salad, sliced baguettes & whipped butter and dessert

GRILLED STEELHEAD SALMON

Grilled salmon with Meyer lemon butter; accompanied by our strawberry goat cheese salad, seasonal grilled vegetables and dessert

ROASTED PORK LOIN

Sesame ginger roasted pork loin with tempura vegetables & pineapple teriyaki, vegetable egg rolls with sweet & sour sauce and dessert

STUFFED PORTOBELLO MUSHROOM

Portobello mushroom stuffed with red pepper, spinach and Parmesan cheese; served on a bed of mixed greens, sliced baguettes & whipped butter and dessert

MARISCOS LUNCHEON
Each platter serves eight - ten guests

CHICKEN ALFREDO

Roasted chicken breast & creamy garlic sauce over pappardelle pasta finished with parmesan. Served with a house salad, sliced baguettes & whipped butter and dessert

CREAMY ORCCHIETTE

A little spicy, tomato cream sauce over oval shaped pasta with house made veal meatballs; Served with a house salad, sliced baguettes & whipped butter and dessert

CHICKEN LASAGNE RICOTTA

With Florentine cream sauce topped with melted Italian cheeses; accompanied by our house salad with balsamic vinaigrette; finished with Served with a house salad, sliced baguettes & whipped butter and dessert

DELI PLATTER

Platter of assorted deli meats, cheeses and breads with sriracha aioli, Dijon mustard & horseradish cream sauce, leaf lettuce, tomatoes and pickles accompanied by Chef's pasta salad & dessert

SLIDER PLATTER

Assorted slider platter; prime rib & caramelized onions, veal meat ball & provolone and deli meats & cheese accompanied by Chef's potato salad and dessert

MARISCOS LUNCHEON SALADS

*One tray serves eight - ten guests
as a side or luncheon portion
Includes sliced baguettes & whipped butter*

Notes:

PROSCIUTTO & MELON

Prosciutto ham, sweet melon, crumbled Maytag bleu cheese & walnuts on baby spinach served with our balsamic vinaigrette

BLT WEDGE SALAD

Hickory smoked bacon, Maytag bleu cheese crumbles & tomato on baby iceberg served with a toasted crostini and our bleu cheese dressing

VEGETABLE CHOPPED SALAD

House greens, farmer's cheese, pumpkin seeds, green beans, corn, radish, roasted tomatoes, sweet peas, red onion & celery tossed in herbed olive oil

MARISCOS CAESAR

Our signature with romaine, spinach, white cheddar, roasted tomatoes & crostini tossed with our buttermilk Caesar dressing

HOUSE SALAD

House greens, cucumber, radish, crostini and dressing of your choice

STRAWBERRY & GOAT CHEESE

On baby spinach & house greens with herbed goat cheese & walnuts served with our raspberry vinaigrette

add oven roasted chicken breast

add grilled salmon or shrimp

Mariscos House Made Dressings:

balsamic, buttermilk, raspberry vinaigrette, creamy bleu cheese, herbed olive oil, Caesar

MARISCOS BOXED SANDWICHES

Eight Guest Minimum

Served with house made chips or
fresh cabbage salad and fruit salad

MARISCOS BURGER

Hickory smoked bacon and sharp cheddar or sautéed
mushroom and Swiss

HERBED CHICKEN MELT

Seared chicken breast, melted farmer's cheese,
pecans, fruit & spinach salad with garlic aioli spread on
multigrain

TURKEY MONTERREY

Sliced turkey, hickory smoked bacon, Haas avocado &
pepper jack cheese with roasted garlic aioli on multigrain

GRILLED VEGGIE MELT

Grilled portabella mushrooms, spinach, caramelized onion,
roasted tomato, melted brie cheese & garlic aioli on multigrain

MARISCOS REUBEN

Corned beef, seared cabbage, house made dressing on
pumpernickel

MARISCOS BLT

Crisp pancetta, farmer's cheese, lettuce, tomato &
basil aioli on sourdough

MARISCOS CRAB MELT

Our signature crab cake with sriracha aioli and melted cheddar
on an English muffin

VEAL MEATBALL GRINDER

With house made marinara sauce on a hoagie roll

SUBSTITUTE

soup of the day
add an additional accompaniment

MARISCOS BOXED SALADS

Ten Guest Minimum

Includes sliced baguettes & whipped butter

GRILLED SALMON

Baby spinach & house greens, shaved parmesan, radish,
cucumber & pesto vinaigrette *per guest... 12.95*

MARISCOS COBB

Our house greens, roasted chicken, hickory smoked bacon,
Haas avocado, hard egg, chopped tomato & sharp cheddar
served with buttermilk dressing

STEAK SALAD

Marinated steak atop mixed greens, roasted tomatoes and
Maytag blue cheese with a crostini

Notes:

MARISCOS STARTER PLATTERS

Each platter serves 16 - 20 guests.

HOT CRAB DIP

Creamy, cheesy hot crab dip with sliced baguette and gourmet crackers

CHILI SPICED SHRIMP DIP

Hot cream cheese base with a kick loaded with bay shrimp, served with tortilla chips

OLIVE TAPANADE

Green & black olives & roasted red peppers with red pepper goat cheese spread served with toasted crostini

HUMMUS

red pepper or Greek with sliced baguette

SPINACH ARTICHOKE DIP

with tortilla chips

FRESH VEGETABLES

fresh vegetables with house dip

SAUSAGE & ASSORTED CHEESES

with gourmet mustard, sliced baguette & gourmet crackers

FRESH FRUIT & CHEESE PLATTER

with gourmet crackers

MARISCOS STARTER SKEWERS

Minimum of 1 dozen per selection

CAJUN SHRIMP

Jumbo shrimp sautéed with Cajun butter sauce...*per dozen*

FARMER'S CHEESE, TOMATO & BASIL

with balsamic drizzle...*per dozen*

PROSCIUTTO & MELON

Prosciutto wrapped Cantaloupe... *per dozen*

FRESH FRUIT

Seasonal cubed fruit...*per dozen*

GLAZED VEAL MEATBALLS

(Chef 2 small/bite size per skewer)...*per dozen*

THAI CHICKEN or BEEF SATAY

with soy scallion sauce...*per dozen*

MARISCOS STARTER SLIDERS
Minimum of 1 dozen per selection

NOTES:

PRIME RIB SLIDERS

with caramelized onions & horseradish sauce
...per dozen

DELI SLIDERS

Ham & Cheddar or Turkey & Avocado with herb aioli
... per dozen

VEAL MEATBALL SLIDERS

with house made marinara & melted provolone
...per dozen

GRILLED CHEESE SLIDERS

premium cheeses; baguette bread and tomato basil soup
shot...*per dozen*

CHICKEN SALAD SLIDERS

Mariscos signature mixed with dried fruit
...per dozen

TURKEY AVOCADO SLIDERS

With garlic aioli...*per dozen*

MARISCOS STARTERS
Minimum of 1 dozen per selection

SIGNATURE MINI CRAB CAKES 2.25ea

With sriracha aioli...*per dozen*

PORK "WINGS"

Petite pork ribs in house Cajun sauce...*per dozen*

BACON & BLUE STUFFED PETITE POTATOES

Crisp bacon & Maytag Bleu Cheese ...*per dozen*

GLAZED VEAL MEATBALLS

Platter ...*per dozen*

DEVILED EGGS

Platter...*per dozen*

MARISCOS LUMP CRAB DEVILED EGGS

Platter ...*per dozen*

WHOLE POACHED SALMON

with dill, lemon crème fraiche, diced red onions, egg, capers
gourmet crackers & lemons...*per salmon*

MINI CHICKEN TACOS

Chili spiced pulled chicken with cheese blend, tomato &
shredded cabbage. Salsa & sour cream side...*per dozen*

CUSTOM STARTER PLATTER

three dozen of your specially selected starters
...*per 3 dozen*

MARISCOS STARTERS
Minimum of 1 dozen per selection

CHILI SPICED BAR NUTS

Mariscos Signature.

Include with any event large or small...*per pound*

VEGETABLE SPRING ROLLS

With ginger soy dipping sauce...*per dozen*

SALMON CAKES

With dill, lemon crème fraiche...*per dozen*

CRISPY CHICKEN WINGS

In spicy Cajun sauce...*per dozen*

HERBED POTATO CAKES

With sour cream drizzle...*per dozen*

JUMBO SHRIMP

With bloody Mary cocktail sauce & lemon...*per dozen*

SHRIMP OR SALMON CANAPES

...shrimp *per dozen* ...salmon...*per dozen*

CHICKEN TENDERS

with honey mustard...*per dozen*

PRIME RIB TOASTS

with horseradish sauce...*per dozen*

PRIME RIB STUFFED PETITE POTATOES

with berre blanc...*per dozen*

MARISCOS SIGNATURE DINNERS

Minimum of ten guests

AMARETTO

Fruit & Prosciutto Skewers
Mariscos Signature Caesar Salad
Manicotti Stuffed with Crab & Shrimp
Bread & Butter
Tiramisu Squares...*per guest*

BEEFEATERS

Crab Cakes With Sriracha Sauce
Mariscos House Salad with Buttermilk Dressing
KC Strip with Garlic Butter (Cooked Medium)
Seasonal Root Mash Potatoes & Roasted Vegetables
Tiramisu Squares...*per guest*

BELVEDERE

Selected Starter
Grilled Steelhead Salmon With Local Elderberry Wine Sauce
Mixed Green Salad with Balsamic Dressing
Roasted Potatoes & Sautéed Vegetables
Rolls & Butter
Tiramisu Squares...*per guest*

CAPTAIN MORGAN

Mariscos Deviled Eggs
Prosciutto & Melon Salad
Stuffed Tilapia
Roasted Vegetable Cous Cous & Sautéed Seasonal Vegetables
New York Style Cheese Cake Bites...*per guest*

MARISCOS SIGNATURE DINNERS

Minimum of ten guests

CROWN ROYAL

Hot Crab Dip with Baguette Strips
Filet Mignon
Mariscos House Salad with Choice Of Dressing
Sautéed Portabella Mushrooms in Red Wine Reduction
Yukon Petite Bakers
Flourless Chocolate Torte...*per guest*

GRAN MARINIER

Lump Crab Cakes with Sriracha Aioli
Vegetable Spring Rolls with Ginger Soy Sauce
Strawberry Goat Cheese Salad
Herb Roasted Chicken
Root Mash Potatoes & Seasonal Vegetables
Cheesecake Crème Brule ...*per guest*

CUERVO GOLD

Gazpacho Shots
Spinach Artichoke Dip with Tortilla Chips
Shredded Pork & Fish Make Yourself Tacos
Harvest Fruit Cobbler with Whipped Cream...*per guest*

NOTES:



MARISCOS SIGNATURE DINNERS

Minimum of ten guests

NOTES:

JACK DANIELS

Farmer's Cheese & Tomato Skewers
Mixed Green Salad
Petit Pork Shank with Herbed Pan Sauce
Roasted Potatoes
Summer Sweet Corn Medley with Sweet Bell Peppers
Rolls & Butter
Chocolate Mocha Torte Shots...*per guest*

SOUTHERN COMFORT

Fresh Vegetables With House Made Vegetable Dip
Prosciutto & Melon Skewers
City's Best Fried Chicken
Honey Butter Country Biscuits
Seasonal Root Mash Potatoes with Pan Sauce
Stewed Green Beans with Hickory Smoked Bacon
Harvest Fruit Cobbler with Whipped Cream... *per guest*

TALISKER

Mariscos Lump Crab Deviled Eggs with Béarnaise
Goat Cheese & Olive Tapenade Bruschetta
Prime Rib with Au Jus & Sauce Choron
Seasonal Root Mash Potatoes & Seasonal Sautéed Vegetables
Bread & Butter
NY Cheese Cake Shots...*per guest*

WOODFORD RESERVE

minimum 15 guests
Roast Suckling Pig
Apple Walnut Stuffing
Ringed with Vegetables & Potatoes
Fresh Green Salad
Bread & Butter
Chocolate Cake Shots...*per guest*



MARISCOS DINNERS
a la carte MAIN COURSE

*Minimum of eight guests
Includes a choice of one main course,
a mixed green salad & one side dish, dinner rolls & butter.*

BEEF

BEEF & VEGETABLE KABOBS

Italian style braised beef with zinfandel sauce...*per guest*

GRILLED KC STRIP

With peppercorn port wine reduction...*per guest*

PRIME RIB

With au jus & sauce choron...*per guest*

CHICKEN

HERB ROASTED HALF CHICKEN

With rosemary cream sauce...*per guest*

STUFFED CHICKEN

With prosciutto & roasted red pepper...*per guest*

ROAST CHICKEN BREAST

With sauce Creole...*per guest*

CITY'S BEST FRIED CHICKEN

With pan sauce...*per guest*

MARISCOS DINNERS
a la carte MAIN COURSE

*Minimum of eight guests
Includes a choice of one main course,
a mixed green salad & one side dish, dinner rolls & butter.*

PORK

WHOLE SUCKLING PIG...minimum 30 guests

PETIT PORK SHANK

With herbed pan sauce...*per guest*

PORTERHOUSE CHOP

Topped with a grilled bourbon peach...*per guest*

VEAL ROULADE

Stuffed with mushrooms & spinach...*per guest*

GLAZED PORK TENDERLOIN

Sliced and garnished with marmalade glaze...*per guest*

FISH

GRILLED SALMON

with lemon butter, tomatoes & capers... *per guest*

PAN FRIED RAINBOW TROUT

topped with apricot pecan butter...*per guest*

STUFFED TILAPIA

With crab meat stuffing...*per guest*

CHEF'S GRILLED CATCH

With fresh herb sauce...*per guest depends on catch*



MARISCOS DINNERS
a la carte MAIN COURSE

*Minimum of eight guests
Includes a choice of one main course,
a mixed green salad & one side dish, dinner rolls & butter.*

PASTA

MARISCOS MANICOTTI

Stuffed with crab, shrimp & goat cheese...*per guest*

ORCHIETTE PASTA

Add chicken...*per guest* add shrimp... *per guest*

PAPPARDELLE MARINARA

With veal meatballs...*per guest*

CHICKEN ALFREDO

Herb seared chicken with roasted vegetables...*per guest*

VEGETARIAN

MUSHROOM SPINACH & ZUCCHINI LASAGNA

...*per guest*

PAPPARDELLE

Fire roasted marinara or Alfredo...*per guest*

ORCHIETTE

Oval shaped pasta with fresh pesto & parmesan or
creamy tomato sauce ...*per guest*

MARISCOS SALADS & SIDES
a la carte

SALADS...serves 8 - 10 guests

- Tossed Mixed Greens House Salad
 - Mariscos Caesar Salad
 - Vegetable Chopped salad

Mariscos House Made Dressings:

balsamic, buttermilk, raspberry vinaigrette,
creamy bleu cheese, herbed olive oil, Caesar

PASTA, GRAINS VEGETABLES & BEANS...serves 8 - 10 guests

- truffle mac & cheese
- pappardelle Alfredo
- roasted vegetable couscous
 - summer succotash
 - sautéed fresh vegetables
- green beans, red onion & pancetta
 - barbeque baked beans
- asparagus with hollandaise (in season)
- broccoli cauliflower with cheese sauce
- summer sweet corn medley with red bell peppers

POTATOES & BREADS...serves up to 10 guests

- root beer glazed sweet potatoes
- loaded baked potatoes with bacon & cheese
 - buttermilk root mash potatoes
 - garlic mashed potatoes
 - oven roasted potatoes
- whipped sweet potatoes with candied pecans
 - pan fried potatoes
 - Potatoes au gratin
 - Mini Potato Cakes
- herb roasted gold potatoes
 - garlic toast
- baguette bread & butter

DESSERTS

SIGNATURE DESSERT PLATTER...*minimum 8 guests*

Cheese Cake Various Flavors
Chocolate chip cookies
Mariscos Tiramisu
Chocolate Mocha Torte

BEVERAGES

SOFT DRINKS

Assorted Pepsi (Pepsi, Diet Pepsi, 7-Up, Diet 7-Up, Dr. Pepper, Diet Dr. Pepper)... 12 can minimum

PREMIUM BOTTLE BEVERAGES

Tropicana (apple, lemonade, half and half, cranberry, and pineapple guava) Jones gourmet sodas (black cherry, root beer, ginger ale, orange soda)...12 bottle minimum

BOTTLED WATER

Aquafina or whatever the pepsi products are...per case minimum

VITAMIN WATER

(Power - dragon fruit, Revive - fruit punch, Energy - citrus, Focus - kiwi/strawberry) ... per case minimum

SPARKLING WATER

Accompanied by fresh lime wedges...per case minimum

FRESH SQUEEZED ORANGE JUICE

...per guest

MARISCOS ICED TEA

Sweet or unsweet...per guest

MARISCOS COFFEE & ORGANIC TEA

Our insulated beverages boxes contain 96 ounces of our signature blend from J&S coffee Includes cups, assorted sugars, lemon wedges and half & half.

Our signature blend coffee or Organic Teas from J& S coffee shop
• regular • decaffeinated

Beverage servers are available for an additional cost.

Serves up to 10 guests...Coffee...per guest ...Tea...per guest

BAR BASICS

NOTES:

BEVERAGE DRY GOODS

Ideal when hosting your own beverages at your event; high end disposable cups, ice, cocktail napkins, bar equipment... *per guest*

MIXERS & GARNISHES

Tonic water, seltzer, assorted sodas, fruit juices, sparkling water and spring water; bar fruit garnishes...*per guest*

BARTENDERS

Professional bartender services available; rate is 25.00 per hour with a four-hour minimum (includes setup and cleanup time). We require one bartender per 50 guests.

MARISCOS CATERING SERVICES

ORDERING YOUR CATERING

Contact MARISCOS management for all of your catering needs. Our team is available Monday through Friday to speak with you directly to ensure success at your next event. Orders may be also be e-mailed directly and we will follow up with a confirmation. Advanced notice will ensure that we have everything you envision for your event; however, we recognize that we live in a "last minute" kind of world, so never hesitate to call with same day requests; we will do our best to handle your every day needs.

DELIVERY, SET UP & GRATUITY

MARISCOS offers delivery and set up to our surrounding partners in the Lawrence area; please inquire with our staff about our fees. Gratuity for delivery drivers is not included in the delivery charge. Gratuity for events involving wait staff, bartenders, and event managers is charged at a rate of 18% of the food, beverage and rental order.

SPECIAL EVENT SERVICES

MARISCOS has a wide range of menus for you to choose from. Our catering guide is a sampling of what we have to offer. We encourage you to speak to our executive Chef and management team who will customize a menu tailored to your specific requests. From small private affairs to large corporate events and weddings, we are happy to assist you.

SITE INSPECTION

We prefer to familiarize ourselves with your surroundings prior to your event. We will arrange a time to meet and briefly guide you through our pre event set up and event timeline. No fee is charged for site inspections on all pre-booked events.

SERVICE STAFF

Black-tie or casual, we will be glad to assist you in figuring out just how many professionals you will need at your event. Uniformed servers, bartenders, event captains and chefs are available at your request. Our professional staff of servers is available at \$15 per hour. Event captains, bartenders and our on-site chefs are available at \$25 per hour. MARISCOS requires two event staff for all contracted events and at least 1 server per 10 guests for buffets with a four hour minimum per staff member. Additional staff is needed for plated meals.

EQUIPMENT

MARISCOS can arrange for the rental of all the equipment you may need for any event. We will gladly assist with china, glassware, flatware and linens. Tables, chairs, floral, can be coordinated through our sales team. MARISCOS can provide cut glass platter service for an additional \$30. Chafing dishes are also available for an additional charge of \$20 per chaffer (includes sterno).

EQUIPMENT PICKUPS

Coffee urns, chafing dishes, china, utensils and other MARISCOS products are normally picked up the next day, unless otherwise requested.

DEPOSIT, FINAL PAYMENT & CANCELLATION POLICIES

The date of the event is secured when a \$300 deposit is paid and contract is signed. Thirty (30) days prior to the event 50% of the total contract price is due and is based on the contracted attendance count at that time. In the event you have to cancel, Mariscos shall retain \$300.00 and/or any reasonable out-of-pocket expenses incurred by Mariscos for damages. In the unforeseen circumstance of a cancellation, MARISCOS will do everything possible to ease this transition. For larger events, related labor and food expenses incurred up to your cancellation will be billed accordingly. If a check is returned you will be responsible for a \$35.00 fee.

PORTION SIZES

Most of our menu items are sold on a per guest basis, with portion sizes having been determined by our experienced catering staff. If you would like information regarding exact quantities, please do not hesitate to ask our catering coordinator.

LEFTOVER FOOD

When we are on location to serve food, we usually carry more than we expect to serve. When offsite for a long period of time, we have extended food temperatures and holding conditions to a point that we will not release leftover food to you or your guests. This policy is required by the Kansas Department of Health. We thank you for your cooperation.

EVENT AMENITIES

Our event planners can assist you in finding the perfect space for your event. Some of our favorite locations are:

VanGo Arts	Abe & Jakes
The Lawrence Arts Center	Liberty Hall
Spring Hill Suites	The Dole Institute
The Watkins Museum	

Plated Meals We will serve your party a plated lunch or dinner. The meal service will vary depending on the size of the party and cooking facilities available. Additional staff and charges will be necessary.

DIETARY NEEDS

Our Chef understands that there may be dietary concerns for some at your event. We offer vegetarian and gluten free items. We are happy to discuss arrangements so everyone has an enjoyable experience.

MARISCOS

Tips for planning your event

NOTES:

Set the Event Goals: Communicate with us as much information as you can in regard to your event. Some items to consider would include:

1. What is the event? Define the goals (general) and objectives (specific) of your event.
2. Who is coming to your event? Is it your family, your customers, your employees, or your executive team? Will there be elderly people or children in attendance and if so, how many and the children's ages? What accommodations would you like made for them?
3. Any absolutes? We must provide a vegetarian entrée – or we absolutely don't want white linen.

Define your Budget:

4. What is the total budget and how do you see it allocated? You will need to budget for include food, beverage, staff, dish, silverware rental, linens, décor, taxes, gratuity, etc. Understanding your budget will allow your event planner to customize the best event just for you.

Select the Date/Time/Location:

5. Date: Identify any competing events that may draw your group away.
6. Time: Select the time that will be most convenient and appropriate for your group. Allow for traffic and other out of town travel and competing local events, time to get to the next location, etc.
7. Be precise on when guests arrive and when you want the food and beverages delivered and ready to serve.
8. Location: Select a venue appropriate to the occasion. Consider size, amenities, décor, of the facility you choose.

Create a Planning Timeline: Work backwards from the event date to get organized.

Plan your deadlines for the following:

9. Invitations and promotion: Remember to include an RSVP date and request of entrée preferences.
10. Event details: Transportation, guest speakers, audio-visual, entertainment, decorations such as flowers and linens, and the agenda/timeline.
11. Deposits, contracts and final payment due dates.
12. Guarantee due dates: Mariscos will set a deadline of when a final guarantee of guest attendance is due; you should plan accordingly when setting the RSVP date on your invitation.
13. Printed materials such as name badges or programs.