MENTA e BASILICO
PLANT BASED CATERING

Wedding Catering Enquiry

Thank you for thinking of Menta e Basilico for your wedding. Share whatever you know so far — estimates are perfectly fine, and we'll shape every detail together as your plans come together.

01 About you

Your names	
Main contact (if not the couple)	e.g. planner or family member
Email	
Phone	
Best way to reach you	☐ Email ☐ Phone call ☐ Text message

How did you hear about us?

☐ Instagram ☐ Facebook ☐ Google search ☐ Venue recommendation

☐ Planner / supplier ☐ Friend or past guest ☐ Other: _____

02 Your wedding

Wedding date	Date: _____ Flexible? ☐ Yes ☐ No
Venue name and address	
Setting	☐ Indoor ☐ Outdoor ☐ Marquee ☐ Private property ☐ Not booked yet
Ceremony	☐ Same venue ☐ Different venue ☐ Not applicable
Guest numbers	Adults _____ Children (under 12) _____ Suppliers / crew _____
Approximate timing	Guests arrive _____ Celebration ends _____

03 Style of celebration

Tick everything that feels like you.

☐ Relaxed and intimate ☐ Elegant and refined ☐ Fun and festive ☐ Romantic

☐ Italian long-table feast ☐ Cocktail reception ☐ Family-style gathering ☐ Other: _____

04 Food and service

Preferred service style

☐ Cocktail canapés
Roaming canapés and substantial bites, guests mingling

☐ Canapés + seated meal
Canapés on arrival, then guests seated

☐ Shared Italian feast
Generous shared platters placed on each table

☐ Individually plated
Each course plated and served at the table

☐ Grazing table or buffet
Guests help themselves from a styled spread

☐ Not sure yet
We're happy to suggest what suits your day

Courses and extras

☐ Welcome canapés ☐ Entrée ☐ Main course ☐ Dessert

☐ Late-night bites ☐ Tea and coffee ☐ Children's meals ☐ Supplier / crew meals

Wedding cake	☐ Another supplier (we cut and serve) ☐ No cake ☐ Let's discuss
Service staff	☐ Waitstaff ☐ Bar staff ☐ Not required

05 Drinks

☐ Not required ☐ Water, soft drinks and juices ☐ Tea and coffee

☐ Sparkling wine for the toast ☐ Wine and beer ☐ Cocktails / signature drink

☐ Drinks package
We'll put one together for you

☐ BYO drinks
Bar staff to serve your own drinks

☐ Not sure yet

> Alcohol service is subject to licensing and venue approval. We'll confirm what's possible at your venue.

06 Dietary requirements

Everything we serve is 100% plant-based. Please tell us about any other requirements or allergies.

☐ Gluten-free ☐ Nut allergy ☐ Peanut allergy ☐ Soy allergy

☐ Sesame allergy ☐ Low FODMAP ☐ No onion / garlic ☐ Other: _____

Requirement or allergy	Number of guests	Severe / anaphylactic?

07 Running sheet

Rough times are absolutely fine — this helps us plan staffing, kitchen flow and service timing.

Moment	Time	Notes
Ceremony		
Guest arrival and welcome drinks		
Canapé service		
Guests seated		
Entrée		
Main course		
Speeches		
Dessert / cake cutting		
First dance		
Tea and coffee		
Celebration ends		

08 Venue and logistics

Venue contact	Name / phone / email
Kitchen at the venue	☐ Full commercial kitchen ☐ Basic kitchen ☐ No kitchen ☐ Unsure
Power and running water	☐ Power available ☐ Running water ☐ Unsure
Earliest access / latest pack-down	Bump-in from _____ Bump-out by _____
Loading and parking	
Stairs, lifts or long carry	☐ Yes ☐ No ☐ Unsure
Venue rules for caterers	e.g. approved-caterer list, no open flame, noise curfew

> No kitchen at your venue? That's no problem — we can bring and set up a fully equipped kitchen on site. Just let us know what the venue has and we'll plan around it.

09 Equipment

We have a large collection of tableware, serving pieces and kitchen equipment. Please tick what you'd like us to supply.

☐ Crockery ☐ Cutlery ☐ Glassware ☐ Serving platters and boards

☐ Grazing and display pieces (baskets, stands) ☐ Table linen (tablecloths, napkins) ☐ Not sure yet – let's discuss

Already supplied by the venue or a hire company	
Other suppliers	Planner / stylist / hire company – names and contacts

10 Budget and next steps

Indicative budget	Per person $_____ or total $_____
Menu tasting	☐ Yes, we'd love one ☐ Maybe later ☐ Not needed
What matters most to you	
Questions or anything else	

Thank you!

We'll review your details and come back to you with ideas for your day.
Please return the completed form to **contact@mentaebasilico.com.au**