



General Pizza Party/Event Planning Guide

The planning checklist provided below is for your information only. Although many of these products and services may or may not apply to your event, the list can trigger things that you might want to include. Cassano's focus on providing great tasting pizza for parties and events and does not provide any of these products or services through its catering group.

Pre-Party (Event) Planning:

Large, complex events and formal occasions take 3 to 5 months to schedule and plan while smaller, less complicated activities and informal meetings take 3 to 5 weeks to plan effectively.

- Identify and invite party guests
 - Guest list: 4 – 6 weeks
 - RSVP: 1 to 2 weeks
 - Contact: 3 – 4 weeks
 - Confirm: Less than 1 week
- Select applicable guest gifts, favors, premiums or prizes
 - Number of gifts: _____
 - Gift: _____
- Establish applicable theme (format), occasion or purpose: _____
 - Event scope (size): _____
 - Sensible budget: _____
- Determine and schedule party location and/or reserve destination and specific facilities:
 - Guest directions: _____
 - Facilities/environment: _____
 - Contact: _____ Phone: _____ Email: _____
- Determine party agenda (programming) and schedule entertainment or recreation
 - Activities: _____
 - Contact: _____ Phone: _____ Email: _____
 - Pizza making and baking activity from Cassano's (www.cassanos.com - adventures)
- Plan, make, purchase, borrow or rent party supplies and required printed material
 - Decorations, flowers, party favors, and name tags (identification)
 - Required serving ware, paper goods, linens and food preparation materials
 - Party ware (place settings) - Total guests: _____
- Identify, schedule, make, borrow, purchase or rent required equipment and services
 - Shelter, electrical, lights, communication and audio/visual - technical
 - Seating, tables, stages, props, furnishings and extra sanitation
- Identify, schedule or hire volunteers, help or staff and required costumes or uniforms
- Arrange for any required travel, special delivery, local transportation, logistics or lodging
- Make arrangements for any required security, safety, parking, medical or privacy needs
- Make applicable arrangements for pre-party promotion or publicity
 - Plan party day media and press coverage or schedule special appearances
- Make arrangements to document the event with video and/or still photography
- If required, make, purchase or rent signs, posters or other directional material
- Be sure to have an alternate location and plan "B" for weather and other emergencies
- Other: _____
- Other: _____

Budget/Cost Scratch Pad

Party (Event) Day Implementation:

When party day arrives, there is always much to do with last minute preparation. Listed here are some important keys to facilitating a successful event of any size or type.

- Grounds and facility clean-up and preparation
- Party set-up, decorate and preparation
- Make last minute arrangements, final touches and handle emergencies
- Implement plan B if weather or environment do not cooperate
- Greet guests, manage party and serve food
- Other: _____
- Other: _____

Post-Party (Event) Wrap-up:

Immediately after the party, it is important to hold an informal de-briefing and get staff and guest feed-back for evaluation and to ensure a better event next time.

- Post party clean-up and waste management
- Guest feed-back and budget review
- Thank you notes
- Develop film, E-mail digital photos
- Other: _____
- Other: _____



Cassano's Catering Terms and Conditions

We appreciate your business and are confident that these terms and conditions of catering sales will meet your event planning needs and budget. In order to properly serve you and provide the quality of product and services that we demand and you expect, we consider the following terms a condition of each and every catering agreement and/or employee luncheon event.

Adequate Notice

Quality of food and freshness of product are keys to party and event success. Because pizza must be prepared, packaged, delivered and served hot at a scheduled time, it is important to place your order at least 2 days prior to small events (5-20) and 4 days for large events over 20 participants. There will be a 10% service charge on quick turn-around orders for large groups (20 or more) that are given within 12 hours of the event.

Staged Delivery

Due to inventory levels, manpower, production load and delivery schedules, larger orders may be prepared and delivered from several different locations making delivery coordination and scheduling critical to the quality of the food. Often times a staged delivery schedule is the solution and your Cassano's catering representative can help you to ensure the most positive event experience.

Proportion Recommendations

Having the proper amount of food, beverage and serving ware is also an important ingredient for successful parties and events. All catering menu items and prices are subject to change without notice. All food and serving sizes are approximate before cooking and finished product size may vary.

- Pizza amounts are figured on five (5) people per king size (16") pizza or (4) per large pizzas (14")
- Unless requested differently, our hand-tossed pizza is cut into traditional pizza slices
- Unless requested differently, our signature pizzas are cut into small squares
- Most other menu items are prepared in increments of five (5) people minimum (1 king 16" pizza)
- Some bulk menu items are prepared in increments of twenty (20) people minimum
- Paper plates, plasticware, napkins and cups are included with each order as required

Payment Terms

Arrangements for payment for food and services must be made at time of event reservation or order placement. Payment may be cash or major credit card only - no personal or corporate checks please. Payment by credit card must be made in advance with a valid card number and the charge ticket must be signed upon delivery of food by an authorized person.

Credit Approval and Payment Terms

Because our accounting system is configured to support a retail cash business, limited commercial credit (charge) and purchase order credit accounts can be approved based on the completion of our credit application or the submission of your prepared credit statement. No credit or purchase order transactions will be completed without prior credit approval. Approved credit accounts and frequency of orders will be reviewed at least annually for validation. We prefer to limit credit sales to single or multiple orders that accumulate to over \$100 per month. Invoices for approved sales will be submitted to an authorized customer representative upon delivery of the order. A receipt of delivery signature will be required. Because our business is normally based on cash transactions, payment in full on all submitted invoices must be received at Cassano's within 30 days of receipt of invoice. A late payment fee of 5% of the total balance due will be applied to any partial or full payments made beyond 30 days.

Purchase Orders

All purchase order sales must be accompanied by a copy of the authorized purchase order at time of order or product delivery. Orders and applicable purchase orders may be faxed to your Cassano's party and event planner.

Delivery Charges and Driver's Tips

Unless otherwise specified, current delivery charges (\$2.00 per delivery) and set-up charges (\$3.00 per order) are not included in the food price. They will be added to the sale ticket. Driver's tips are not included in the price of the food and because a portion of the driver's income is tips, businesses are encouraged to tip generously. (Minimum 10%)

Warranty and Limited Liability

Although the entire Cassano's team makes every effort to deliver quality products and professional services to each and every party or event, there is no implied warranty on any of our food products at any time. Although Cassano's complies with all Federal, state and local laws, regulations and operational guidelines for the food service business, the company is not liable for individual supplier or employee error in the preparation, packaging and delivery of any catering order. We consistently strive to deliver the highest quality food on time to ensure a positive party or event experience; however, Cassano's liability is limited to a partial or full order remake and/or account credit not to exceed the original dollar amount of the order in any and all cases of customer dissatisfaction. All customer compliments and/or testimonials are greatly appreciated and should be directed to your Cassano's catering representative immediately.

Thank You

We wish to thank you for your business. As a local, family-owned business native to the Dayton area, we know that you have options and the entire Cassano's team appreciates your patronage. By following these recommended guidelines and complying with these terms, we can jointly plan and implement your event to meet the most demanding attendee expectations. Working together, communication and a realistic perspective of the parameters of our business can lead to a successful party or event each and every time.