



Tell Us about Your Event

Client Name –
Company Name –
Address -
City –
Phone –
Fax –
E-mail –
Account –

Tell us about your event. What is the occasion?

Date of event –
Time of event –
Event location –
Guest count –
Theme –
Private or Corporate –
Formal or Casual –
Indoor or Outdoor –
Desired meal type – breakfast, brunch, lunch, dinner, cocktails, hors d'oeuvres, etc.
Desired food type (cuisine) –
Will there be a kitchen for food preparation?
Will you require catering equipment? China rentals, serving equipment, place settings, chairs, tables, tents, lighting, party rentals.
Clean-up plan –
Budget –

Have you had previous experience working with a caterer?

First time / infrequent / frequently worked with caterers.

