



# CATERING QUESTIONNAIRE

Please review the following questionnaire. The information you provide will assist us in coordinating your Event. The more information you provide about your event, the easier it will be to accommodate your event's needs.

## CUSTOMER/BUSINESS EVENT DETAILS

1. Name \_\_\_\_\_
2. Home/ Business Address \_\_\_\_\_
  - a. Please include best contact number and email \_\_\_\_\_
3. Purpose of event? \_\_\_\_\_
4. Event date/time? \_\_\_\_\_
  - a. If more than one day, please specify or include a schedule \_\_\_\_\_
5. Number of guests (if multiple dates, please include for each day)?  
Adults \_\_\_\_\_ Children (under 10 years of age) \_\_\_\_\_

## SERVICE | RENTALS

1. Do you require servers? \_\_\_\_\_
2. Food and beverage delivery or pickup? \_\_\_\_\_
3. Plated or Buffet Style? \_\_\_\_\_
4. Hot or Cold? \_\_\_\_\_
5. Meal type (hors d'oeuvres/breakfast/lunch/dinner) and number of courses for each meal, if any?  
\_\_\_\_\_
  - a. If you have a preference for a particular course, please include. \_\_\_\_\_
  - b. Breakfast/Brunch (light-continental, full breakfast menu) \_\_\_\_\_
  - c. Lunch/dinner (# of courses) or boxed lunch? \_\_\_\_\_
6. Any interest in dinnerware (plates, glassware, silverware)? (If yes, Indicate type below)  
Yes \_\_\_\_ No \_\_\_\_
  - a. China \_\_\_\_ (check appropriate box >) Standard \_\_\_\_ Premier \_\_\_\_
  - b. Disposable \_\_\_\_ (premium white plate & pre-wrapped white silverware)
7. Is there a need for décor package? Yes \_\_\_\_ No \_\_\_\_ (If yes, please provide type and color scheme for your event)  
\_\_\_\_\_

## OTHER REQUIREMENTS

1. Any vegetarian options? \_\_\_\_\_
  - a. How many guests? \_\_\_\_\_
2. Any dietary requirements or restrictions? \_\_\_\_\_

## BEVERAGES

1. Tea and Coffee service? \_\_\_\_\_
2. What types of beverages are needed? \_\_\_\_\_
  - a. Ice water, bottled, carafe, pitchers, canned soft drinks? \_\_\_\_\_
3. Is there a need for bar catering? Yes \_\_\_\_ No \_\_\_\_ (If yes, please select below)  
Beer & Wine \_\_\_\_ Full bar \_\_\_\_ Bartender only \_\_\_\_ (customer provided beer & wine & spirits)



## EVENT LOCATION DETAILS

1. If you require tables, chairs, chair covers and sashes, and/or linens, please provide details on size of table at venue/home and number of people to a table.

\_\_\_\_\_

- a. Please provide set-up/clean-up schedule for each day? \_\_\_\_\_

- b. Approximate length of service? \_\_\_\_\_

2. Provide physical address of where the event will take place. Private home \_\_\_ Venue \_\_\_

\_\_\_\_\_

- a. Covered area/uncovered area? \_\_\_\_\_

- b. Electricity/ any utilities available? \_\_\_\_\_

- c. Kitchen on-site? Yes \_\_\_ No \_\_\_ (If yes, please list amenities below)

\_\_\_\_\_

If setup with rentals is requested, a walk-through of the home or venue is required 2-3 weeks prior to scheduled event.

Please provide a date/time for the walk-through. \_\_\_\_\_

## BUDGET

1. What is your estimated budget for this event? (to best design menu, please provide budget)

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2. Is this an annual event? Yes \_\_\_ No \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

## ADDITIONAL INFORMATION

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