



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

1. Do you require servers? Yes No

2. Food and beverage delivery or pick up?

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, cups, napkins)? 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? Yes No

a. How many guests?

2. Any dietary requirements or restrictions?

BEVERAGES

1. Tea and Coffee service? Yes No

2. What types of beverages are needed?

a. Ice water, bottled, carafe, pitchers, canned soft drinks?

3. Is there a need for bartending service? Yes No (If yes, please select below)

Beer & Wine Full Bar

LOCATION DETAILS

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

Address

a. Covered area / uncovered area?

b. Electricity / any utilities available?

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

If set up with rentals is requested, a walkthrough of the home or venue is required 2-3 weeks prior to scheduled event.

Please provide a date/time for the walkthrough.

BUDGET

1. What is your estimated budget for this event? (Required)

2. Is this an annual event? Yes No

ADDITIONAL INFORMATION