



EVENT 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? Yes ___ No ___ 1a. Do you need a Wedding Officiant? Yes ___ No ___
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 >) Everyday ___ 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)** _____
In need of an Event Content package (photography). Yes ___ No ___ **Photo Booth?** Yes ___ No ___

OTHER REQUIREMENTS

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

BEVERAGES

1. Hot Tea and Coffee service? _____
2. What types of cold beverages are needed? _____



3. Is there a need for bar catering? Yes ____ No ____ (If yes, please select below)

Beer & Wine ____ Full bar ____ Bartender only ____ (customer to provide beer & wine & spirits)

EVENT LOCATION & EVENT RENTAL DETAILS – VISIT WEBSITE> WWW.WORLDPLATEFL.COM/EVENTRENTALS

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. Provide color for linens, dinner napkins, table runners, etc.

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 ____

Placement of Event Rentals. Ground level ____ 2nd level or higher ____ Elevator ____ Stairs ____

a. Covered area/uncovered area? _____

b. Electricity/ any utilities available? _____

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

A walkthrough of the home or venue is required 2-3 weeks prior to scheduled event.

Please provide a date/time for the walk through. _____

BUDGET (REQUIRED)

1. What is your estimated budget for this event (include event rentals)? (to best design menu/proposal, a budget is required) _____ Is this an annual event? Yes ____ No ____

How did you hear about us? _____

ADDITIONAL INFORMATION
