



### **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.

