

**Name:**

**Group / Company:**

**Phone:**

**E-mail:**

**Address:**

**City:**

**State:**

**Zip:**

**Scheduling**

**Date of Event:**

**Secondary Date:**

**Time Span of Event:**

**AM PM**

**AM PM**

**Start**

**End**

**Location:**

**Type:**     **Drop Off**     **Set up / clean up**     **Full Service**

**Detail**

**# of People:**

**Budget:**

**Service Style:**     **Plated**     **Buffet**     **Passed**

**Provide Paper Products?**     **Yes**     **No**    **What:**

**Menu**     **Hot**     **Cold**

**Meal:**     **Breakfast**     **Lunch**     **Dinner**     **Hors'doeuvres**

**Meat:**     **Beef:**     **Poultry:**     **Fish:**

**Pasta:**     **White Sauce:**     **Red Sauce:**

**Vegetable:**

**Starch:**

**Dietary Restrictions:**

**Food Allergies:**

**Décor / Theme**

Customer to supply décor       We are providing décor \$

**Rental / Equipment Needs**

<input type="checkbox"/> Tent		Size:
<input type="checkbox"/> Tables	Qty:	Size:
<input type="checkbox"/> Chairs	Qty:	Style:
<input type="checkbox"/> Glassware	Qty:	Style:
<input type="checkbox"/> Glassware	Qty:	Style:
<input type="checkbox"/> Flatware	Qty:	Style:
<input type="checkbox"/> China	Qty:	Style:
<input type="checkbox"/> Other:		

**Service Staff**

<input type="checkbox"/> Server	#	Rate: \$	hr
<input type="checkbox"/> Bartender	#	Rate: \$	hr
<input type="checkbox"/> Chef	#	Rate: \$	hr
<input type="checkbox"/> Utility	#	Rate: \$	hr

**Service Goals**

- 1)
- 2)
- 3)

OFFICE OTHER

**Proposal Date:****Contract Signed:****Menu Confirmed:****Confirmation of Guests:****Deposit Paid:****Final Payment:**