



OFF-SITE CATERING QUESTIONNAIRE

Client: _____	File Number: _____
Contact: _____	Today's date: ____/____/____
Address: _____	Needs info by: ____/____/____
_____	Contact on Site: _____
_____	Phone Number: _____
Home Phone: _____	Home Fax: _____
Work Phone: _____	Work Fax: _____
Cell: _____	Email: _____
Other #'s: _____	
Referral From: _____	

Event Date: _____	Day of the Week: S M T W TH F S
Event Time: _____	Caterer Arrival Time: _____
_____	_____
Event Address: _____	

Guest Count: _____ male: _____ female: _____ children: _____	
Guaranteed Guest Count Due Date: _____	
Type of Event: seated buffet stations harvest box lunch all passed	
Cocktail dinner lunch brunch tea breakfast meeting other _____	
Full service delivery & set up drop off pick up	
Reason for event: _____	
Budget: \$ _____	

MENU	
Passed hors d'oeuvre? Yes no	Stationary hors d'oeuvre? Yes no
Menu Suggestions/Requests:	
Dessert? Yes no	

BEVERAGES

Please Circle Your Preferences Below & Checkmark who is provide: **JKC to Provide:** **Client to Provide:**

BEER: BOTTLED DRAFT DOMESTIC IMPORTED

SPIRITS (LIQUOR):

MIXERS FOR SPIRITS: includes juices, tonic, club soda, lime juice, lemon juice etc

SOFT DRINKS: COKE SPRITE DIET COKE GINGER ALE OTHER: _____

BOTTLED WATER: STILL SPARKLING

SWEET & UNSWEET TEA:

REGULAR & DECAFF COFFEE HOT TEA

CREAMER SUGAR & SWEETENERS

BAR FRUIT: includes olives, lemons, limes, cherries, pearl onions

ICE & COOLERS:

SPECIAL REQUESTS/OTHER: _____

STAFFING REQUESTED

Chefs _____ Waiters _____ Bartenders _____ Special Service Attendants: _____
Other: _____

RENTALS / EQUIPMENT

<i>Item</i>	<i>Rental</i>	<i>Client</i>	<i>Caterer</i>	<i>Specifics</i>
China				
Glassware				
Flatware				
Coffee cups-saucers-spoons				
Coffee service/samovars/pourers				
Coffee maker				
Buffet tables				
Seating tables				
Chairs				
Linens				
Cloth napkins				
Serving pieces				
Portable bar/Bev. station table				
Kitchen equipment/tables				
Miscellaneous/other				

DISPOSABLES

plates (*small/large*) forks knives spoons
beverage cups coffee cups beverage napkins dinner/luncheon napkins

Coat Check Requested or Available?	
Is the outdoors?	
If outside, will the space be tented?	
Is there an alternative plan inside in case of rain?	
Is There a Kitchen on site?	
If so, are we permitted to use appliances available?	
Will the caterer have access to power and water?	
Is there a gate or security code?	