



**OFF-SITE CATERING QUESTIONNAIRE**

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