



## Catering Request Form

Today's Date \_\_\_\_\_

Client Name (Business Name) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Person \_\_\_\_\_

### → Event Info

Date of Event \_\_\_\_\_ Location of Event \_\_\_\_\_

Reason/Theme of Event \_\_\_\_\_

Time of Meal \_\_\_\_\_

Bar Time \_\_\_\_\_ Cash Bar ( Yes / No)      Open Bar (Yes / No)

### → Guest Info

Number Attending \_\_\_\_\_

Number Prepared For \_\_\_\_\_ Number Guaranteed \_\_\_\_\_

Date Invitations Sent \_\_\_\_\_ Respond By Date \_\_\_\_\_

### → Service Style

Appetizers \_\_\_\_\_

Stations \_\_\_\_\_

Family Style \_\_\_\_\_

Buffet \_\_\_\_\_

Sit-Down Formal \_\_\_\_\_