

Catering Planner

Location _____

Contact Name _____

Address _____

Phone Number _____ Cell Number _____

Email Address _____

Check all that apply

TYPE OF MEAL:

- Breakfast/Brunch
- Lunch
- Cocktails
- Dinner
- Dessert

FLAVOR:

- Regional
- Seasonal
- Exotic
- Ethnic

COURSES:

- Hors d'oeuvres
- Appetizer
- Soup
- Salad
- Entrée
- Dessert

ENTREES:

- Beef
- Chicken
- Vegetarian
- Pork
- Seafood
- Lamb
- Pasta

SPECIAL MEALS:

- Gluten Free
- Vegan
- Vegetarian
- Kosher
- Other

ALCOHOL:

- Full Bar
- Beer and Wine Only
- Wine with Dinner
- Champagne Toast
- Specialty Cocktail

SERVICE:

- Cocktail Hour
- Hors d'oeuvres
- Seated Meal
- Buffet

DESSERT:

- Regional
- Seasonal
- Exotic
- Ethnic

RENTAL ITEMS:

- Tables
- Chairs and Chair Covers
- China
- Glassware
- Silverware
- Serving Dishes
- Linens

RATIO OF GUESTS TO SERVERS:
