Catering Order Form

Date, venue access, service style and a head count for every dietary need, before the quote.

ORGANISATION

DATE

Your details

NAME

ORGANIZATION (OPTIONAL)

PHONE

EMAIL

The event

EVENT DATE

SERVING TIME

NUMBER OF GUESTS

TYPE OF EVENT

- [ ] Corporate lunch or meeting
- [ ] Wedding or private party
- [ ] Memorial or celebration of life
- [ ] School or community event
- [ ] Other

VENUE NAME AND ADDRESS

EARLIEST SETUP TIME

ON-SITE CONTACT NAME AND PHONE

KITCHEN AT THE VENUE?

- [ ] Full kitchen
- [ ] Prep space only
- [ ] No kitchen
- [ ] Not sure

Service and menu

SERVICE STYLE

- [ ] Drop-off
- [ ] Buffet with setup
- [ ] Staffed buffet
- [ ] Plated service
- [ ] Family style

MENU ITEMS OR PACKAGE YOU ARE INTERESTED IN

ALSO NEEDED

- [ ] Plates, cutlery and napkins
- [ ] Chafing dishes
- [ ] Serving staff
- [ ] Bar service
- [ ] Tables and linens
- [ ] Cleanup

Dietary needs

List each requirement with a guest count. Mark allergies as allergies, and say how severe they are, so the kitchen can plan separate preparation and serving.

REQUIREMENT	NUMBER OF GUESTS	NOTES FOR THE KITCHEN

BUDGET, PER PERSON OR TOTAL (OPTIONAL)

ANYTHING ELSE ABOUT THE EVENT?