



Primary Contact: _____

Phone Number: _____

Address: _____

Email Address: _____

Type of Event: _____ Date of Event: _____

Approximate Number of Guests: _____

Estimated Budget (Total or Per Person): _____

Setting: Formal () Semi-formal () Casual ()

Type of food or menu interested in: _____

Appetizers:	Yes ()	No ()
Salad:	Yes ()	No ()
Entree:	Yes ()	No ()
Two Entree Options:	Yes ()	No ()
Vetergian Option:	Yes ()	No ()
Dessert:	Yes ()	No ()

Staffed Event () or Food and Beverage Delivery ()

Food Service

Buffet-serve yourself	Yes ()	No ()
Seated-servers present the meals	Yes ()	No ()

Beverage Service

Yes () No ()

Coffee

Yes () No ()

Carafes on tables () Separate Table ()

Cups Needed

Yes () No ()

Foam () Plastic ()

Punch

Yes () No ()

Cups Needed

Yes () No ()

Bowl Needed

Yes () No ()

Ice Water

Yes () No ()

Canned Soft Drink

Yes () No ()

Quantity: _____

Will beverage services be needed after the food service has ended? Yes () No ()

Will you require the use of beverage equipment after the food service? Yes () No ()

Location of Event: _____

Indoors ()

Outdoors ()

Kitchen Available:

Yes () No ()

Working Equipment:

Yes () No ()

List of available equipment: _____

Approximate size of kitchen: _____

Number of serving tables: _____

Separate Staging Room:

Yes () No ()

Outdoors

Covered/sheltered area(s)

Yes () No ()

Size of seating area: _____

Number of serving tables: _____

Size of serving and prep area: _____

Utilities

Water	Yes ()	No ()
Electricity	Yes ()	No ()
Uncovered area(s)	Yes ()	No ()

Event Theme or Colors: _____

Special Accommodations: _____

Table and Dinnerware

Yes () No ()

Plastic (white)

Dinner Plates ()
 Salad Plates ()
 Appetizer Plates ()
 Water Cups ()
 Silverware ()

Foam

Dinner Plates ()
 Salad Plates ()
 Appetizer Plates ()
 Water Cups ()
 Silverware ()

Napkins: Linen () Paper () Color: _____

Timeline

Arrival of Caterer: _____
 Start of Event: _____
 Appetizers: _____
 Social Time: _____
 Serving Time: _____
 Dessert: _____
 After meal events: _____
 Event End: _____

Additional Notes

Please email completed form to arion@bbwsfoodrevolution.com.
 You can expect a response within 48 hours with a menu proposal and estimate.