



Wedding Catering Inquiry Questionnaire

Let Us Start Off By Saying Congratulations!

Our number one goal is to provide you with a high-quality experience & great tasting food to warm you and your guest souls.

Please fill in the information below:

Event Date: _____

Bride Name: _____

Groom Name: _____

Address: _____ City _____ State: _____ Zip _____

Email Address: _____

Main Contact Number: _____ (person in charge)

Wedding / Venue Coordinator Name: _____ Number: _____

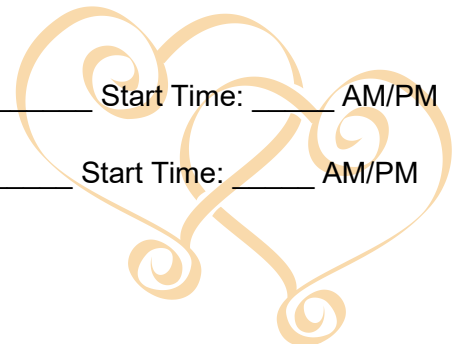
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Ceremony Venue: _____ Time: _____ AM/PM

Reception Venue / Room:

_____ Start Time: _____ AM/PM

Cocktail Hour: _____ Start Time: _____ AM/PM



Number of Excepted Guest: _____

Color Scheme: _____

Food Serving Styles:

- Plated – this includes waiter like servers, your guest remains seated (additional cost)
- Formal Plated Buffet – the food is setup like a buffet in classy chafing dishes, BUT your guest is served by us when they come up by table, which allows the food area to remain neat, allows portion control, and gives a professional look.
- True Buffet – Guest will serve themselves at a buffet table, free for all service

Additional Information

We are responsible for cooking and catering your food for this day. If you purchased a full catering package it will include a custom planned menu, purchasing items needed to prepare the food, setup meal at your wedding/ cocktail hour / reception of your choice and serving the menu per your serving style request and meal cleanup. You are responsible for your decorations, linens, tableware, flatware, drinkware, napkins, ect. Drinks are not included unless stated upon purchasing your packet.

If you purchased a catering option that you will provide your food and we will prepare the package includes a custom planned menu, you are responsible for all item to prepare your meal. You are also responsible for the table linen for food area, guest plating, flatware, glassware, and napkins. We will provide your serving style, classy chaffers, keep food chilled and/or hot, serving utensils.

If you purchased a catering package that is for drop off only, you have the options of us purchasing the items and prepare the food to be dropped off, no food serving styles included. This option in by pan size only and no other items are included.

Kitchenette Information:

Sink: Yes ___ No ___ **Stove:** Yes: ___ No ___ **Ice Maker/Machine:** Yes: ___ No ___

Additional Services Upon Request

Please let us know if you need any additional assistance (please note there is an additional cost for these services)

Do you need linens for the table for your food (Plated Buffet/True Buffet) Yes: ___ No: ___?

Do you need tableware of any kind (plates, flatware, napkins, bowels, ect) Yes: ___ No: ___?



Will you need help with your cake or desserts? Yes: ___ No: ___

If you have not purchased, will you need beverage services? Yes: ___ No: ___

Do you need any additional vendors and help with rentals? Yes: ___ No: ___

Invitations, stationary items, centerpieces, boutiques, tables, chairs, seating chart?
If so, please list here: _____

Do you need a "Day of the Wedding coordinator"? Yes: ___ No: ___

Parking concerns: _____

Additional comments, questions, request, or concerns:

We Look Forward to Your New Start

Please return this form to us so we can make your day a memorable one.

Contact us if you have any questions are all.
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Email: JordanSoulFoodKitchen@gmail.com

*Chef,
Melvin Jordan*

*Coordinator,
Chevelle Jordan*

