

# PROPOSAL REQUEST FORM



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

## Client Information

Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

## Event Information

Venue Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Estimated total of guests: \_\_\_\_\_ Buffet or family-style preferred?

Are there tables at the venue we can use for buffet set-up?

Is there room onsite to accommodate at least one 5'x15' BBQ trailer and food prep station?

Is there a BBQ onsite? \_\_\_\_\_ Full kitchen with refrigerator? \_\_\_\_\_

Event Start Time: \_\_\_\_\_ What time do you plan on serving food? \_\_\_\_\_

Earliest time we can arrive on-site: \_\_\_\_\_ End Time: \_\_\_\_\_

## Menu Options:

Appetizer(s) desired: \_\_\_\_\_

Entree(s) desired: \_\_\_\_\_

Side(s) desired: \_\_\_\_\_

## Self-Serve Beverage Station Options:

Ice Water    Iced Tea    Lemonade    Coffee    Hot water for tea

## Disposable Tableware Options:

Paper Plates    Paper Bowls    Plastic cutlery    Paper Napkins    Plastic Cups    Hot Cups

Please specify any additional service or any other requests you would like quoted on (i.e. passed appetizers, table setup, clearing of tables, additional clean up, etc.):

*Thank you for contacting us for your catering needs!*