

# Request for a Proposal

We would be happy to create a proposal for your consideration. Please provide ALL the following information and return via e-mail (kim@woodfiredpgh.com).

## Contact Information

---

- Your Name
- Phone Number (specify if cell, work or home)
- US Mail address
- Email address

## Venue Information & Logistics

---

- **We need a level area for our equipment and buffet that is at least 30' long and 20' wide. No electricity or water is required.**
- **We will set up the buffet at our oven beneath a canopy that we provide. If the buffet is not located at the oven an additional server will be required at a cost of \$175.**
- **We provide the buffet table, black linens, Chinet plates, napkins and forks.**
  
- Name of Venue:
- Address of venue:
- If the buffet is not to be located at our oven, how many feet away? Are there any stairs, doors or other impediments between the oven and the buffet?
- Description of where we will park.
- Are there any low hanging trees or large shrubs along the road?

## Day of the Event

---

- Date of the event:
- Serve time (if you have it):
- Occasion:
- Contact information for Coordinator (if you are working with one):

## Menu

---

- What is your estimated guest count?
- Which pizza menu package would you like to serve?
- Which appetizers, small plates would you like to add?
- Will you be providing ample appetizers for your guests if we are not?