

Please review the following questionnaire. The information you provide will assist the buyer in coordinating a caterer that can meet your needs. The more information you provide about your event, the easier it will be to accommodate your event's needs. Please submit this information in addition to the necessary information required on your Purchase Requisition. Please contact the buyer directly with any questions or concerns.

Event Details

1. Contact Person
 - a. Please include phone extension, cell, and email
2. Purpose of event?
3. Event date/time?
 - a. If more than one day, please specify or include a schedule
4. Number of guests (if multiple dates, please include for each day)?

Service

1. Do you require servers (staffed), food and beverage delivery or pick-up?
2. Plated or Buffet Style?
3. Culinary theme (Italian, Mexican, Asian, BBQ)
4. Hot or Cold?
5. Meal type (Appetizers/breakfast/brunch/lunch/dinner) and number of courses for each meal?
 - a. If you have a preference for a particular course, please include.
 - b. Breakfast (light-continental, full breakfast menu)
 - c. Lunch/dinner (# of courses) or boxed lunch?
6. Disposable serving wares (plates, cups, utensils, napkins) included?

Other Requirements

1. Any vegetarian options?
 - a. How many guests?
2. Any dietary requirements or restrictions?

Beverages

1. Tea and Coffee service?
2. What types of beverages are needed?
 - a. Ice water, bottled, carafe, pitchers, canned soft drinks?

Location Details

1. If you require tables and linens provided by caterer, please provide area specifications and a diagram.
 - a. Please provide set-up/clean-up schedule for each day?
 - b. Approximate length of service?
2. Covered area/uncovered area?
 - a. Electricity/ any utilities available?

Budget

1. What is your estimated budget for this event?
2. Is this an annual event?