

MARILYNN TUNKEY
CATERER

Please answer the following questions regarding the needs for your party. It will help to remember all the details and make our initial interview more efficient. Thank you.

HOST _____

ADDRESS OF HOST/LOCATION OF PARTY _____

BILLING ADDRESS _____

TELEPHONE NO. - HOME _____ WORK _____

BEST TIME TO CALL _____

DATE OF PARTY _____

GUEST ARRIVAL TIME _____ STAFF ARRIVAL TIME _____

ESTIMATED LENGTH OF PARTY _____

1. This will be:

- brunch
- luncheon
- dinner
- cocktails

2. You are holding this party in:

- your home (inside/outside)
- friend's home (inside/outside)
- rental hall
- other (please specify _____)
- you need suggestions _____

3. You want a:

- buffet
- sit down meal
- cocktail party
- other (please specify _____)

4. This is a:

- bar/bat mitzvah
- birthday party
- wedding
- anniversary
- company party
- other (please specify _____)

5. The number of people you are expecting is approximately _____.

6. FOOD DESCRIPTION:

CHECKLIST OF YOUR NEEDS

7. China	rental	paper	your own	quantity ordered
dinner plates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
salad plates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
bread plates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
soup cups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
soup bowls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
dessert plates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

8. Glasses	rental	paper	your own	quantity ordered
water glasses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
wine glasses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
champagne glasses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
highball glasses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

9. Napkins:	rental	paper	your own	color (specify)	quantity ordered
cocktail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> plain _____	_____
				<input type="checkbox"/> printed _____	_____
dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> plain _____	_____
				<input type="checkbox"/> printed _____	_____

10. Flatware	rental(sp)	stainless	plastic	your own	quantity ordered
teaspoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
soup spoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
dinner fork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
salad fork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
butter knife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
steak knife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
dessert fork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
dessert fork/spoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
appetizer fork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

11. Tables:		rental	your own		quantity ordered
	48" round (4-6 people)	<input type="checkbox"/>	<input type="checkbox"/>		_____
	60" round (8-10 people)	<input type="checkbox"/>	<input type="checkbox"/>		_____
	72" round (10-12 people)	<input type="checkbox"/>	<input type="checkbox"/>		_____
	72" banquet (seats 6-8)	<input type="checkbox"/>	<input type="checkbox"/>		_____
	96" banquet (seats 8-10)	<input type="checkbox"/>	<input type="checkbox"/>		_____
	buffet table	<input type="checkbox"/>	<input type="checkbox"/>		_____
	bar	<input type="checkbox"/>	<input type="checkbox"/>		_____
	coffee table	<input type="checkbox"/>	<input type="checkbox"/>		_____
	dessert table	<input type="checkbox"/>	<input type="checkbox"/>		_____
	gift table	<input type="checkbox"/>	<input type="checkbox"/>		_____
	placecard table	<input type="checkbox"/>	<input type="checkbox"/>		_____
	other	<input type="checkbox"/>	<input type="checkbox"/>		_____

12. Tablecloths:	rentals	paper	your own	color (specify)	quantity ordered
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> plain _____	_____
				<input type="checkbox"/> printed _____	_____
13. Skirting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		_____

14. Chairs:		rentals	your own		quantity ordered
	wood folding	<input type="checkbox"/>	<input type="checkbox"/>		_____
	metal plastic	<input type="checkbox"/>	<input type="checkbox"/>		_____
	white wood padded seat	<input type="checkbox"/>	<input type="checkbox"/>		_____
15. Chair Covers:	Yes <input type="checkbox"/> half <input type="checkbox"/> full	<input type="checkbox"/> No			_____

16. Flowers: You have a florist.
 You need suggestions. _____

17. Tent: You Have a tentman. (Ask about side flaps, heaters and lights.)
 You need suggestions. _____

18. Dance Floor: You have one.
 You need suggestions.

19. Candles:		You need	You have	color/size	quantity ordered
	decorative	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
	votive	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
	candleabras	<input type="checkbox"/>	<input type="checkbox"/>		_____

20. Matches:	you need	your own	not needed	
	printed <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	unprinted <input type="checkbox"/>			_____

21. Candy/Nuts: You will supply.
 We will supply.
 You have dishes.
 We supply dishes. ordered
 Not required

22. Wedding Cake: You have a baker.
 Suggestions needed. ordered

 Table needed. Yes No
 Knife needed. Yes No
 Not required

23. Ice: Yes No _____

24. Band: Yes No
Suggestions _____ ordered

25. Photographer: Yes No
Suggestions needed. _____ ordered

26. Other: _____

It is necessary for us to know details about the facility that we will be working in. Please answer the following to the best of your knowledge.

1. Ovens: How many? _____
How wide? _____

2. Stove: How many burners? _____

3. Refrigeration: How large? _____
Is there freezer space? _____

4. Kitchen space: How large? _____
How much counter space? _____
Dishwasher? _____
Electrical outlets? How many? _____
Circuit breakers? Where located? _____
Anything unusual? _____

Kitchen rentals: No Yes ordered

THANK YOU!

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