

# ISLAND PARK CATERING EVENT QUESTIONNAIRE

NAME \_\_\_\_\_ PHONE NUMBER (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EVENT DATE \_\_\_\_/\_\_\_\_/20\_\_\_\_

## EVENT TIMES

DECORATE/SET-UP \_\_\_\_:\_\_\_\_ CEREMONY TIME (if wedding) \_\_\_\_:\_\_\_\_ CEREMONY LOCATION \_\_\_\_\_

GUEST ARRIVAL TIME \_\_\_\_:\_\_\_\_ WEDDING PARTY/GUESTS OF HONOR ARRIVAL TIME \_\_\_\_:\_\_\_\_

SOCIAL/COCKTAIL HOUR TIME \_\_\_\_:\_\_\_\_ thru \_\_\_\_:\_\_\_\_ DINNER TIME \_\_\_\_:\_\_\_\_

OTHER ARRIVAL TIME \_\_\_\_:\_\_\_\_ OTHER ARRIVAL TIME \_\_\_\_:\_\_\_\_ OTHER ARRIVAL TIME \_\_\_\_:\_\_\_\_ (dj, cake, flowers etc..)

## DETAILS

NUMBER OF GUESTS adults \_\_\_\_\_ kids 6-12 \_\_\_\_\_ children 6 and under \_\_\_\_\_

WILL YOU BE DECORATING / SETTING UP ON THE DAY BEFORE THE EVENT? YES / NO (circle one)

HOW WILL YOUR MEAL BE SERVED? BUFFET / FAMILY STYLE / INDIVIDUALLY SERVED (circle one)

WILL YOU BE DOING THE UPGRADED SELECTION FOR YOUR EVENT? YES / NO (circle one)

LINEN TABLE CLOTH COLOR \_\_\_\_\_ LINEN NAPKIN COLOR \_\_\_\_\_

WILL YOU BE DOING A CHAMPAGNE TOAST? YES / NO (circle one)

PLEASE NOTE IF YOU ARE USING A BEVERAGE OTHER THAN CHAMPAGNE \_\_\_\_\_

HAVE YOU MADE ARRANGEMENTS FOR TOASTING GLASSES YES / NO (circle one)

WHAT TABLES WILL YOU NEED? (Please circle all that apply below)

GUEST/ SEATING TABLES, GREETING/ SEATING CHART TABLE, GIFT TABLE, HEAD TABLE, MEMORABILIA/ PICTURE TABLE, HORS D' OUVRE TABLES, BUFFET TABLES, CAKE TABLE

PLEASE LIST ANY OTHER TABLES THAT YOU MAY NEED \_\_\_\_\_

HOW MANY WILL YOU NEED AT YOUR HEAD TABLE? \_\_\_\_\_

IF YOU CHOSE A BUFFET WOULD YOU PREFER TO HAVE THE HEAD TABLE SERVED? YES / NO (circle one)

WILL YOU NEED TOASTING GLASSES PLACED AT YOUR HEAD TABLE? YES / NO (circle one)

## MENU

(list on the lines below)

\_\_\_\_\_  
\_\_\_\_\_

WILL YOU BE ADDING ANY ITEMS TO YOUR MENU? YES / NO (circle one)

PLEASE SPECIFY \_\_\_\_\_

WILL YOU BE BRINGING A CAKE FOR US TO SERVE FOR DESSERT? YES / NO (circle one)

ARE YOU DOING ANY OTHER NON-ALCOHOILIC DRINKS? YES / NO (circle one)

PLEASE SPECIFY \_\_\_\_\_

PLEASE NOTE ANY DETAILS NOT DISCUSSED IN THIS QUESTIONNAIRE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_