

Reception Catering Inquiry Form:

*Ever wonder what information will be asked when inquiring?
This tip sheet can help you feel prepared to dive right into planning:*

CONTACT:

How did you hear about us? Sales Staff/Card Internet Search Banquet Hall Bridal Show

Bride's Name: _____

Groom's Name: _____

Any additional parties involved making decisions or covering bill? _____

Phone: _____

Email: _____

Mailing Address: _____

EVENT:

Event Date: _____

Reception Location/Address: _____

Aprx. # of People: _____

Venue: *Are you looking for a venue? We have a host of wonderful suggestions for you & would be happy to help you in your search.*

INTERESTED IN THE FOLLOWING:

Casual Buffet Formal Buffet Formal Buffet Stations Family Style Plated & Served

Other (please describe): _____

SERVICES INTERESTED IN (check any that may apply):

Food Beverage Bar Desserts Appetizers Late Night Snacks or Guest Favors
Linens Rentals Event Coordinator

BUDGET/PRICE PER PERSON RANGE: _____

ADDITIONAL NOTES: