

## PRIVATE PARTY INFORMATION

NAME OF PARTY: \_\_\_\_\_ TYPE OF FUNCTION: \_\_\_\_\_ BUFFET FULL SERVICE  
CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_/\_\_\_\_\_ SURPRISE OR NOT:  
DATE OF PARTY: \_\_\_\_\_ TIME: \_\_\_\_\_ # OF PP: \_\_\_\_\_ DEPOSIT: \_\_\_\_\_  
FUNCTION ROOM OR DINING ROOM: \_\_\_\_\_ TABLE SET UP: \_\_\_\_\_ ( ILLUSTRATE BACK)

### BEVERAGES:

CASH BAR \_\_\_\_\_ OPEN BAR/LIMIT: \_\_\_\_\_ SODA: \_\_\_\_\_ COFFEE/TEA: \_\_\_\_\_  
WINE COST AND CHOICES: \_\_\_\_\_ BEER COST AND CHOICES: \_\_\_\_\_

APPETIZERS: \_\_\_\_\_ SERVING TIME: \_\_\_\_\_

SPECIAL DIRECTIONS: \_\_\_\_\_

ITEM # 1 : \_\_\_\_\_ COST: \_\_\_\_\_

ITEM # 2: \_\_\_\_\_ COST: \_\_\_\_\_

ITEM # 3: \_\_\_\_\_ COST: \_\_\_\_\_

MAIN ENTRÉE/BUFFET ITEMS: \_\_\_\_\_ SERVING TIME: \_\_\_\_\_

RICE/POTATO: \_\_\_\_\_ VEGETABLE: \_\_\_\_\_ ALLERGIES: \_\_\_\_\_

ITEM # 1 : \_\_\_\_\_ COST: \_\_\_\_\_

ITEM # 2: \_\_\_\_\_ COST: \_\_\_\_\_

ITEM # 3: \_\_\_\_\_ COST: \_\_\_\_\_

ITEM # 4: \_\_\_\_\_ COST: \_\_\_\_\_

DESSERT: \_\_\_\_\_ SERVING TIME: \_\_\_\_\_

ITEM # 1 : \_\_\_\_\_ COST: \_\_\_\_\_

SERVERS ON PARTY: \_\_\_\_\_ SET UP TIME: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

TABLE SET UP: CIRCLE ALL REQUESTED: SERVING UTENSILS NAPKIN ON STERNO

STERNOS/PANS PLATES / WRAPS CREAMERS BUTTERS BREAD DRESSING