

Catered Event Worksheet

Event: _____

Event Location: _____

Event Date/Day: _____ AM/PM: _____

Layout:

Guest Seating: *Tables* _____ *Chairs* _____

Music Space: *Dance Floor* _____ *Piano* _____

Menu Presentation: *Buffet* _____ *Sit Down* _____

Passed Hors d' Oeuvres _____

Suggested Menu:

Pricing:

Menu: _____

Bar: _____

Rentals: _____

Venue: _____