



## Client Questionnaire for Special Events

To help me develop a custom quote for your event, please fill in the requested information in this form.

### Client Information

Client/Host Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Event Address (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Event Details

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Total Number of Guests: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Type of Event (please check one):

- Dinner Party
- Cocktail Party/Hors d'Oeuvres
- Brunch
- Other: \_\_\_\_\_

What is the budget you have in mind for your event? \_\_\_\_\_

Description (briefly describe the theme or nature of the event): \_\_\_\_\_

### Service Information

Please choose the courses you would like prepared:

- Hors d'Oeuvres Only
- Pre-dinner Hors d'Oeuvres
- Salad Course
- Soup or Appetizer Cours
- Main Course with appropriate side dishes
- Dessert
- Coffee/Tea
- Other \_\_\_\_\_

Prep-ahead Meal Service

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Elegant Dinners

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Cooking Parties

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Demonstrations

Megan Nikolai, Executive Chef

Glenmoore, PA

T 484-678-5162

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[www.CateredClass.com](http://www.CateredClass.com)



## Service Information (continued)

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Please indicate how you would like the meal to be served:

- No service; meal prepared and left for you to plate and serve
- Buffet (non-seated; guests will circulate and serve themselves)
- Family Style (seated dinner with guests serving themselves from platters or bowls on the table)
- Individually Plated meals, Full table service
- Plated Hors d'Oeuvres (small bites set out on platters for guests to serve themselves)
- Passed Hors d'Oeuvres (hors d'oeuvre trays to be circulated among the guests by serving staff)

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Do you need serving help for the event (to pass hors d'oeuvres, refill platters, etc.?)

- Yes
- No

Do you have sufficient glassware, dinnerware, table linens? (Chef Megan can make recommendations.)

- Yes
- No

Please choose a cleanup option:

- Cleanup only of cooking equipment and kitchen; Host responsible for clearing/cleaning all other dishes
- Catered Class to rinse and stack plates and tableware for host to finish
- Catered Class to provide full cleanup services for all dishes

Who will set the table(s), etc.?

- Host
- Catered Class \_\_\_\_\_

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Will access to the host kitchen be available prior to the event (On the day of for evening parties; day before for brunches, luncheons, or large parties, etc.)?

- Yes
- No

## Food Preferences

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For this event, can you suggest favorite cuisines, for the guest(s) of honor around which a personalized theme can be planned?

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Please describe any ideas you may have regarding the type of food you'd like served:

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Are any of the following present among the guests that should impact the menu?

- Vegetarian
- Lactose Intolerant
- Food Allergies (describe) \_\_\_\_\_  
\_\_\_\_\_
- Other \_\_\_\_\_  
\_\_\_\_\_

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## Kitchen Info

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**Please keep in mind that, unlike a caterer, a personal chef freshly prepares everything in your own kitchen from start to finish. You should plan on keeping it available for your chef's exclusive use for a minimum of 4 hours, depending on the size and type of event.**

Does the Event/Host kitchen have a:

- Microwave
- Working Oven
- Second Oven
- Gas Grill
- Dishwasher
- Blender
- Food Processor
- Standing Mixer

Any issues or concerns with using any of these items? \_\_\_\_\_

Anything else you'd like to share about this event? \_\_\_\_\_

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