



# Catering Proposal

Date of Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Your proposal is based on this number. If your number increases or decreases, your quoted price per guest may also change.

About the Event Location:

Place: \_\_\_\_\_

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

Time the Guests are Expected: \_\_\_\_\_

Time the Meal is to be Served: \_\_\_\_\_

Reason for Event: \_\_\_\_\_

Business Function

Personal Function

Budget: \_\_\_\_\_

City: \_\_\_\_\_

Client: \_\_\_\_\_

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

Please be advised that payment is due the day of the event.

Street: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Menu is to be served in this style:

Buffet Service

Sit Down Dinner

Drop Off

Menu is to be served on:

Disposables

Host's China

Who's Cooking Gourmet Catering

Our high quality disposables are included in the price.

Use of any china will increase the price per guest.

Function will take place:

Indoors

Outdoors

Both

Is there a kitchen available for caterer to work from?

Yes

No

If outdoors, tent for guests will be provided by:

No tent needed

Host

Who's Cooking Gourmet Catering

Tables & chairs for guests will be provided by:

Host

Who's Cooking Gourmet Catering

If desired, tablecloths & linen napkins will be

Provided by:

Host

Who's Cooking Gourmet Catering

Preferred Color: \_\_\_\_\_

Tables for buffet service will be provided by:

Host

Who's Cooking Gourmet Catering

Appetizers:

Entrees:

Salsas, Sauces, Condiments:

Side Dishes, Salads, Soups:

Desserts:

Do you have a wedding cake or some other special

- Host  
 Who's Cooking Gourmet Catering

Who will provide plates and dessert forks ?

- Host  
 Who's Cooking Gourmet Catering

Beverages:

- Sodas  Wine or Champagne  
 Bottled Water  Beer  
 Coffee  Liquor  
 Lemonade  Mixers  
 Iced Tea  Bartender Service

Event Planner:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Location Contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Florist:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Who would you like to serve this dessert?  
dessert that you will be providing?

- No  Yes

Selected beverages provided by:

- Host  
 Who's Cooking Gourmet Catering

Glassware provided by:

- Host  
 Who's Cooking Gourmet Catering

Glassware should be:

- Disposable  
 Glass

Photographer:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Music:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Wedding Cake:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

If there is anything else Who's Cooking Gourmet Catering should know about, please tell us here or email us  
[events@whoscookingcatering.com](mailto:events@whoscookingcatering.com):