

Catering by Karen Hunter
Cocktail/Hors d'oeuvres Party Planning Guide

(Please complete and FAX to 610-282-2571)

Name of contact person _____
Address _____
Phone Number _____
Cell Phone _____
Fax _____
Email _____
Type of Event _____
Location of Event _____
Date of Event _____
Starting Time _____
Ending Time _____
Estimated Number of Guests _____

Please Select All Applicable Services:

Standing Hors d'oeuvres (Please make choices based upon menu offerings)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Butlered Hors d'oeuvres (Please make choices based upon menu offerings)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Desserts (optional) Please see menu for choices

- 1.
- 2.
- 3.
- 4.
- 5.

Regular and Decaffeinated Coffee and Tea Service

- Yes
- No

These items must be provided by you:

1. Wine, beer, and liquor (shopping list available).
2. Entertainment.
3. Flowers and decorations (references available).

We will arrange or provide for the following:

1. Service personnel including bartenders, wait-staff, valet and kitchen staff.
2. Rental of tall cocktail tables and linens, hors d'oeuvres plates.
3. Ice, bar fruit, mixers, bar glasses, bar table, linens and beverage napkins.

** All rental charges are itemized on your bill*

A proposal/invoice will be prepared for you after you complete this form.

Notes:

1. Payment arrangements are as follows:
 - A. A deposit at time of confirmation of date.
 - B. The balance is due the day of the event.
2. We accept VISA, MC, AMEX, personal checks and cash.
3. We need to know the final count of guests to attend the party one week before the event. Consider this timeframe when preparing invitations.

CATERING BY

Karen Hunter

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