

*Catering by Karen Hunter*  
*Dinner 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.

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

- 4.
- 5.
- 6.
- 7.

**Food Service:**

- Salad
- Bread Basket and Butter Roses

**Entrée – please choose 2** (Please make choices based upon menu offerings)

Choice 1 \_\_\_\_\_  
Choice 2 \_\_\_\_\_

**Choose service style:**

- Sit-down service at table
- Buffet

Food Stations

Please Note: Vegetarian and Children's Menus Available

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, liquor and champagne (shopping list available).
2. Entertainment.
3. Flowers and decorations (references available).
4. Name cards.

We will arrange or provide for the following:

1. Service personnel including bartenders, wait-staff, valet and kitchen staff.
2. Rental of tables, chairs, linens, napkins, flatware, china and table glasses.\*<sup>1</sup>
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 dinner party one week before the event. Consider this timeframe when preparing invitations.

CATERING BY

*Karen Hunter*

107 South Main Street, Coopersburg, PA 18036  
Phone: 610-770-1300 Fax: 610-282-2571