

# *Catering by Karen Hunter*

## *Special Event Planning Guide*

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

Please note: We may provide a hostess who will take care of coordinating the event and making sure everything flows smoothly. This is part of our service, and you do not need to hire an additional event coordinator.

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.

I would like to plan for dinner

### **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 – DJ or band (references available).
3. Flowers and decorations (references available).
4. Name cards and alphabetical listing of guests with table assignments.

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.\*
3. Ice, bar fruit, mixers, bar glasses, bar table, linens and beverage napkins.
4. Rental of DJ tables and linens or band tent and stage.\*
5. Rental of dance floor 16X16.\*
6. Heaters or fans available for an additional fee.\*

*\* 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. \$500.00 deposit at time of confirmation of date.
  - B. One-third the total amount listed above – one month before the event.
  - C. One-third the total amount listed above – two weeks before the event.
  - D. 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 reception two weeks before the event. Consider this timeframe when preparing invitations.

CATERING BY

*Karen Hunter*

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