



Catering by Maureen

Catering for Weddings, parties, special events

1910 Utica Square

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Maureen Petty, Catering Director

Karen Wilson, Catering Secretary

Name of Customer _____ Date _____

Billing Address _____

Phone _____ Fax _____ Date of Event _____

Time event begins _____ Time event ends _____

Number of guests _____ Location of event _____

Budget for event _____ Theme for party _____

MENU: SERVICE: Buffet (preferred) or Seated (circle one)

Hors d'ouvres _____

Main course _____

Desserts/Decorated Cake _____

Delivery only w/disposable containers/no servers/ready to serve (circle all that apply)

Delivery and set-up? YES NO Clean-up? YES NO
If NO (on clean-up/servers) advise customer of clean-up policy regarding serving pieces.
Servers? YES NO Bartenders? YES NO

FLORAL CENTERPIECES: Buffet Tables Dining Tables Other _____

DECORATIONS _____

BEVERAGES: Wine (White or Red) Beer Champagne Spirits Soft drinks
Bottled Water Tea (Iced or Hot) Coffee Lemonade Punch Ice

PAPER/PLASTIC: Napkins Plates Cups Utensils Plastic Bags

RENTALS: Tables _____ Chairs _____

Linens _____ (how many, color theme, and sizes)

Bar Serving dishes Serving Pieces Cake Stand Chafing Dishes Coffee Urn
Beverage Dispensers Knives Dinner Forks Dessert Forks Spoons
Glass Plates Glass Bowls Cocktail Glasses Water goblets Wine Glasses
Champagne Glasses Pilsner Glasses Irish Coffee Mugs Punch Bowl Punch Cups

How did you hear about our catering service? _____
Newspaper Magazine Radio Referral Website Yellow Pages