KAI’S TABLE EVENT QUESTIONAIRE

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

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

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

Date/Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Number of People: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Per Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Setting: Formal Semi-Formal Casual ( Circle One )

What type of services does your event require? Please circle your option

Private party. Catering ( Food Only ) Catering ( Full Service )

(50p - 100p) ( 100p - 150p ) ( 150p - 200p )

**FOOD SERVICE:**

Buffet - Serve Yourself Yes No

Seated - Servers Present the Meals Yes No

Head Table Service Yes No

Cake Service / Service Requested Yes No

Do we need to provide plates & forks Yes No

**BEVERAGE SERVICE:**

Coffee Yes No

Cups Needed Yes No

Non Alcoholic Drinks Yes No

Ice Water Yes No

Glasses Needed Yes No

Canned Soft Drinks Yes No

Alcohol Service Yes No

* Do you need full service (staff, waiters busboy's) ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Do you need us to provide a bar? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do we need to have a cleaning crew?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Will you need or be bringing equipment or decorations?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Is there a time frame you need to receive a quote by? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_