

**Levi Catering  
Catering Client Questionnaire**

The following questionnaire helps us to get a general feel for your event. With this information we begin our working relationship and are provided with contact names, numbers, additional services and other information needed to begin planning your event. Once again this is a brief overview if you have any questions please do not hesitate to call or email us.

Client Name: \_\_\_\_\_  
Client Address: \_\_\_\_\_  
Client Phone #: \_\_\_\_\_  
Client Email: \_\_\_\_\_

Briefly describe the nature or your event (occasion, expectations, etc.)

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Event Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_  
Event Location: \_\_\_\_\_  
Event Address: \_\_\_\_\_  
Starting Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
What time can caterers arrive? \_\_\_\_\_ Must leave by: \_\_\_\_\_  
Approximate # of Guests: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: (5-10 yrs) \_\_\_\_\_

Budget: \_\_\_\_\_ (gross) \_\_\_\_\_ (per person)  
*(Consider that these amounts need to account for food/service/admin fee/vendor meals/etc.)*  
Theme: \_\_\_\_\_ Formal or Casual: \_\_\_\_\_  
Colors: \_\_\_\_\_

Is there a kitchen at the venue? Yes:  No:   
Does it have? Work Space  Warming & Cooling  Full Service   
Is there potable water at the venue? Yes:  No:   
Is there ice available at the venue? Yes:  No:

Rentals: (Tables, chairs, linens (tablecloths and napkins) market umbrellas, buffet tables, podium, etc.) \_\_\_\_\_

Linens: (please note any special requests such as using table overlays, chair sashes, chair covers, etc.)

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Linen Color(s): \_\_\_\_\_

If you will be renting items, will you be setting up the rentals or would you like us to do that for you? \_\_\_\_\_

Will you need flatware/cutlery and/or service ware? Yes  No   
If yes, what sort of material do you want it? (China, Rigid Clear Plastic or Eco-Ware (white paper))

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Arranged seating? (Client must provide seating charts, place cards and notify caterer any special interest seating and/or persons with dietary restrictions) Yes  No

Will you need a bartender? Yes:  No:

What sort of bar ware are you interested in? Disposable:  Glassware:

**Menu Development**

*Please refer to the Menu section on our website for specific items: [www.levi.catering](http://www.levi.catering)*

List the TYPE of food you would like for your event: (American, Italian, Mexican, Mediterranean, Comfort, etc.) \_\_\_\_\_

List your personal favorite foods: \_\_\_\_\_

List foods that you do NOT want at your event: \_\_\_\_\_

Will you be having a "Cocktail Hour?" Yes:  From: \_\_\_\_\_ to \_\_\_\_\_

Will you be serving appetizers? Yes:  No:

Would you like your appetizers to be: Passed:  Plated:  Stationed:

List appetizer/Hors d'oeuvre preferences: \_\_\_\_\_

Dinner will be served from: \_\_\_\_\_ to \_\_\_\_\_

Would you like your dinner to be: Buffet:  Plated:  Stationed:

List your entrée preferences (beef, pork, poultry, game, etc.): \_\_\_\_\_

List accompaniments (salads, pastas and sauces, vegetables, rice): \_\_\_\_\_

Dessert will be served from: \_\_\_\_\_ to \_\_\_\_\_  
Would you like your desserts: Passed:  Plated:  Stationed:

List any desserts that you would like at your event: \_\_\_\_\_

Are there any food allergies we should be aware of? \_\_\_\_\_

If there will be children (5-10 yrs) at your event would you like us to put together a special "Kids Meal" for them? This meal is typically plated out of the kitchen and delivered directly to the child.

Yes:  No: