



## Event Planning Information Sheet

### Organiser Details

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

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

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

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

### Event Details

Event Name/Celebration: \_\_\_\_\_

Event Date: \_\_\_\_\_

Estimate Number of Guests Attending: \_\_\_\_\_

Time of Start: \_\_\_\_\_ Time of Finish: \_\_\_\_\_

Location/Address of Event: \_\_\_\_\_

Estimated per person Budget: \$ \_\_\_\_\_

### Catering Style

- ◇ Canape/Grazing Platter
- ◇ Buffet Menu
- ◇ Set/Platted Menu

### Catering Requirements

- ◇ Food Only and Delivery
- ◇ Food / Delivery and Set-up
- ◇ Serving Staff

(Flutes suggest 1 staff member for every 25 guests (food only))

### Equipment Hire Requirements

- ◇ Marquette
- ◇ Rest Rooms
- ◇ Cool-Room
- ◇ Oven
- ◇ Deep-Fryer
- ◇ Barbeque
- ◇ Spit Roast
- ◇ Stove
  
- ◇ Table Hire
- ◇ Chair Hire
- ◇ Occasional furniture Hire
- ◇ Chaffing Dishes (bain marie)
- ◇ Carvery Station
- ◇ Crockery
- ◇ Cutlery
- ◇ Glassware
- ◇ Table Linen
- ◇ Napkins
- ◇ Menu Printing