



707 East Hermosa Drive  
San Gabriel, CA 91775

Phone: (626) 292-CARNE (2276)  
www.munozcatering.com

## Event Catering Questionnaire

***Primary Contact Person:***

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

And/Or

***Event Planner Contact (if different from above):***

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

***Proposal to be sent to (if different from above):***

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

***Event Date & Time:***

Date & Time: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Type: (i.e. Business, Home, Park, etc.) \_\_\_\_\_

Event Theme: \_\_\_\_\_ Special Event Décor?: \_\_\_\_\_

**Event Details:**

**Approximate Number of Guests** (Minimum & Maximum Expected)? \_\_\_\_\_

**Setting:**       Formal                       Semi-Formal                       Casual

    Buffet – Guests serve themselves                       Yes                       No

    Seated – Servers present the meals                       Yes                       No

    Cake/Dessert Service Requested                       Yes                       No

**Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

**Detail/Location of Event:**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Will Event be held Indoors?                       Yes                       No

Indoor Kitchen Available?                       Yes                       No

Outdoor Catering/Seating area available?                       Yes                       No

Outdoor Utilities & Service area available?                       Yes                       No

Water                       Yes                       No

Electricity                       Yes                       No

Seating (Table & Benches/Chairs)                       Yes                       No

Covered/Sheltered Area(s)                       Yes                       No

Uncovered Area(s)                       Yes                       No

**Event Beverage Service Requested**

Coffee/Tea                       Yes                       No

Canned Soft Drinks                       Yes                       No

Lemonade/Punch                       Yes                       No

Bottled or Ice Water                       Yes                       No

Champagne Toast                       Yes                       No

Ice for Beverages                       Yes                       No

Things to Avoid:

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Formal Traditions/Customs:

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Special Meal Item Requests:

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Special Accommodations:

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***Check the items you'd like assistance with:***

- |                    |                              |                             |                      |                              |                             |
|--------------------|------------------------------|-----------------------------|----------------------|------------------------------|-----------------------------|
| Event Site         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Food Servers         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Bartenders         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Liquor/Beverages     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| DJ/Mariachi Group  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Flowers/Centerpieces | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Cake/Desserts      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Special Event Décor  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Guest Party Favors | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Other                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

***Rental Equipment Needed:***

- |  |  |
|--|--|
| <input type="checkbox"/> Tables (Round, Banquet or 2 person) | <input type="checkbox"/> Chairs (Metal or Wood)                |
| <input type="checkbox"/> Napkins/Linens                      | <input type="checkbox"/> Banquet Cloths/Table Skirting         |
| <input type="checkbox"/> China (Salad, Dinner, Cake, etc.)   | <input type="checkbox"/> Flatware (Stainless or Silver-plated) |
| <input type="checkbox"/> Table Settings (Formal or Informal) | <input type="checkbox"/> Glassware (Water, Wine, Coffee, etc.) |
| <input type="checkbox"/> Champagne Fountains/Punch Bowls     | <input type="checkbox"/> Bar (4', 6', or 8' with Back Table)   |
| <input type="checkbox"/> Tents, Awning or Umbrellas          | <input type="checkbox"/> Special Event Décor and/or Lattice    |
| <input type="checkbox"/> Stage or Dance Floor                | <input type="checkbox"/> Outdoor Lighting or Patio Heaters     |
| <input type="checkbox"/> Other Rental Needs                  | <input type="checkbox"/> _____                                 |

***Thank you for taking the time to complete the above; this gives us a good starting point!***

Please return this questionnaire to us by email, fax or regular mail so we can draft a proposal specifically for you. Also, see our website at [www.MunozCatering.com](http://www.MunozCatering.com) for more information on the services we offer as well as pictures of previous events. I look forward to speaking with you soon.

Sincerely,



David Muñoz

***Muñoz Catering***

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