



conference
toolbox

General

Event venue for catering service _____

Indoors / outdoors _____

Number of persons _____

Budget per person EUR _____

Guest profile (more men or women) _____

Type of cuisine (e.g. Italian, Asian) _____

Partner caterers or freely selectable _____

Logistics

Delivery options _____

Available refrigeration options _____

Available storage areas/surfaces _____

Available kitchen areas/surfaces _____

Food & Beverages

Aperitif desired? Number of nibbles/finger food _____

Aperitif beverages _____

Set menu or buffet _____ Number of courses _____

Beverages with meals _____



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Miscellaneous

Available tableware _____

Hired tableware _____

Available cutlery _____

Hired cutlery _____

Available furnishings _____

Hired furnishings _____

Costs

Food EUR

Beverages EUR

Staff

- kitchen EUR

- serving EUR

Hired equipment EUR

Total EUR

Clarifying and researching all these items is complex and time-consuming.

The Conference Toolbox partners are happy to advise and assist you.

Benefit from our partners' expertise.