



**Thank you for your interest in Twelve Baskets Catering!  
Please fill out this questionnaire with as many details as you can in order for us  
to better accommodate all of your needs for your customized proposal.**

## **Special Event Questionnaire**

Contact Name:

Company Name (if applicable):

Address, City, Zip:

Contact Phone Number:

Email address:

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Event Date:

Reason for/Type of Event:

Guest Count:

*Event catering pricing with Twelve Baskets fluctuates based on the services you request. We can provide as little or as much as you need.* What is your estimated budget range for catering costs?

Event Location/Venue (and address):

What times have you rented the venue for?

What time are the guests arriving?

What time is the end of the event?

What time do you want the food and beverages served?

Would you like to serve a full meal and/or heavy hors d'oeuvres?

Would you like a plated meal, buffet, family style and/or tray-passed?

Did you see any items on our menu that you would like to have?

Would you like to see any dessert options?

Are there any dietary restrictions that we should know about?

Would you like us to provide any beverages -- such as lemonade, coffee, tea or water?

Will you be offering alcohol at your event?

Who will be providing the alcohol for your event? (If Twelve Baskets provides, Twelve Baskets **MUST** serve the alcohol)

Who will be serving the alcohol at your event?

Does your venue have a built-in-bar?

What, if any, combination of plates/glassware/utensils/napkins would you like us to provide?  
(Listed from most expensive to least expensive option)

\_\_\_ **Traditional:** white china, stainless flatware, stemware, linen dinner napkin

\*paper napkins, compostable cold/hot cups can be added to any of the options below

\_\_\_ **Compostable Bamboo Products:** plates, utensils

\_\_\_ **Compostable Leafware Products:** plates

\_\_\_ **Compostable Paper (Sugarcane) Products:** plates, utensils

Will Twelve Baskets Catering, your Venue, or yourself be providing the following?

**Tables:**

**Chairs:**

**Linens:**

If facility or client is providing tables, how many, what type and sizes will you have? (such as rounds, rectangular, or cocktail tables)

Is there a color theme or décor theme you are going with for your event?

Are there any stairs to or inside the venue/facility? If so, how many?

Is there a space our staff can work out of such as a venue kitchen or garage/spare room? (preferably out of guests' sight).

How did you hear about our company?

**Again, thank you for contacting Twelve Baskets Catering and please do not hesitate to contact us with any further questions you might have while planning your event.**

**We look forward to hearing from you soon.**



**TWELVE BASKETS**  
—CATERING—

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