

Date:_____ Initials:_____ OLLC Team Member:_____ Menu (S)
Sent:_____ Menu Tasting? Y or N Menu Tasting Date_____@_____

NAME:_____TITLE:_____

COMPANY:_____

BILLING ADDRESS:_____City/Zip_____

FUNCTION ADDRESS:_____City/Zip_____

CONTACT PHONE:_____ON-SITE

CONTACT _____PHONE:_____

EMAIL:_____

HOW DID YOU HEAR ABOUT US:

WHAT'S MOST
IMPORTANT:_____

EVENT DATE:_____ # GUESTS:_____ EVENT TIME:_____

TYPE OF EVENT:_____WHO'S COMING:_____

Drop off/Set up/Retrieval/Pick up

LOCATION:_____

KITCHEN AVAILABLE FOR OLLC STAFF USE? Y OR N

BUDGET:_____

PACKAGE: PLANTINUM GOLD BRONZE

APPETIZERS: Passed / Table # of Apps _____

BUFFET: Dinner

SIT DOWN / FAMILY STYLE

Dining room table / 6 or 8-foot table/ Counter

Linen: Client / Rental / Site *Get to the floor

China: Client / Rental / Site / Disposable

Flatware: Client / Rental / Site / Disposable

Napkin (Linen / Paper): Client / Rental / Site

Platters: Client / LDC / Disposable

BEVERAGES:

OLLC: beer, wine, champ., alcohol, spec. cocktail, mixers, condiments, nonalcs

Client: beer, wine, champ., alcohol, spec. cocktail, mixers, condiments, nonalcs

Service: OLLC / Self-serve / Other

Location: Counter / 6 or 8-foot table

Linen: Client / Rental / Site

Glassware: Client / Rental/ Site / Disposable

Toast: Drink in hand / Tray passed

Corking fee (if client provides alcohol) \$2 per person Y N

OLLC / Client: coffee, decaf coffee, tea, espresso
Counter / 6-foot table
Linen: Client / Rental / Site
China: Client / Rental / Site / Disposable

SEATING: Casually around the house / Partial Seating / Full Seating / Bistros
Tables: Client / Rental / Site
Linen: Client / Rental / Site
Chairs: Client / Rental / Site

MENU NOTES:
(preferences / dietary restrictions)

FINGER DESSERTS/ CUTTING/FULL CAKE/OTHER:
Client / OLLC / other
Table: Client / Rental / Site
Linen: Client / Rental / Site
China: Client / Rental / Site / Disposable
Flatware: Client / Rental / Site / Disposable
Cake Cutting Fee \$2 per person: Y N

STAGING/SCULLERY:
Kitchen / Laundry / Garage / Other
Tables: Client / Rental / Site
Equipment:
Load in:

GUEST BOOK/GIFT TABLE:
Table: Client / Rental / Site
Linen: Client / Rental / Site

MUSIC: DJ / Live Music
Client
Table: Client / Rental / Site
Linen: Client / Rental / Site

CEREMONY:
Location: on site / off site / Inside / outside
Chairs: Client / Rental / Site
Transition needed?