

McGrath's Catering Event Information Sheet ©

Booking Contact:		
Address:		Today's Date:
City:	State:	Zip Code:
Work Phone #:	Home Phone #:	
Fax #:	Cell #:	
Company Name:		
Billing Address:		
City:	State:	Zip Code:

Event Location Information

Location Name:		
Address:		
Room Name or #		Zip Code:
City:	State:	
Contact Name:		Contact #:

Event Information

Event Date:		Count:		Type of Party:	
Setup:	Start:		Serving:		End:
			Do you need rental? YES or NO		If yes fill out rental selections
Servers needed:			Rental Selections		#
Our Linens	#	Color	Lg. Plate		
Napkins			Appetizer Glass Plate		
T Cloths			Salad/Dessert Plate		
Food Items			Fork		
			Salad Fork (for full service)		
			Dessert Fork		
			Knife		
			Spoon		
			Beverage Goblet 10.5oz		
			Water Goblet 11.5oz		
			Wine Glass		
			Coffee Mug or Cup saucer		
			Champagne Flute or Tulip		
			60' Round Table		
			90" Round Table Cloth		
			Baq. Table 8' or 6'		
			Banquet Cloths		
			Napkins		
			Chairs		