

Any details we discussed should be listed on this form. This is what we will go

KNIFE & WHISK

Packed Invoiced

EVENT ORDER FORM

SUN. MON. TUE. WEND. THURS. FRI. SAT.

Customer Information	Event Information
Name: <i>Host</i>	Event Date: <i>Correct Date</i>
Phone: <i>Host or Planner</i>	Guest: <i>Final Count</i> Leave At: 30 pm
Email: <i>Host or Planner</i>	Set-Up Time: Eat Time: <i>When do you want meal served</i>
Location: <i>Event Location</i>	Event Type: <i>Whats your event</i>

<input type="checkbox"/> Drop Off	<input type="checkbox"/> Pick-Up Time:	<input type="checkbox"/> Stay & Serve	<input type="checkbox"/> They Heat
<input checked="" type="checkbox"/> Buffet	<input type="checkbox"/> Plated	<input type="checkbox"/> Individual	<input type="checkbox"/> Metal Pans

MENU	SET-UP
<p>MODIFIED Street Tacos :Flour/Corn Tortilla:</p> <p>Check here that all your menu is correct. Ar</p>	<p>Notes:</p> <p>Bartenders: # <u>2</u> Expected Hrs <u>4 hours</u></p> <p>Lead:</p> <p><input checked="" type="checkbox"/> Beer & Wine <input type="checkbox"/> Full Bar <input type="checkbox"/> Signature Drinks</p> <p>End Time: 10Pm Tip Jar: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>Servers:</p> <p># <u>2</u> Expected Hrs <u>4 hours each</u></p> <p>Lead:</p> <p>Expected Duties:</p> <p><u>Pre-Set Waters, salads, first round of trash</u></p> <p>Tables Provided:</p> <p>Any linen we need to provide should be her</p> <p>Linen: <input type="checkbox"/> 6ft Black Stretch x 2 w/ black fluffer</p> <p><input checked="" type="checkbox"/> 8ft Black Stretch x 2 w/ black fluffer</p> <p><input type="checkbox"/> Client rented linen</p> <p><input type="checkbox"/> None</p> <hr/> <p>Weddings:</p> <p>Ceremony: 5pm Cocktail Hr: 6Pm Eat: 8Pm</p> <p>Is the food at the same place as the ceremony:</p> <p>Any important notes about event should be</p>

Desserts	Beverage Station
	<input checked="" type="checkbox"/> Tea <input type="checkbox"/> Water <input type="checkbox"/> Lemonade <input checked="" type="checkbox"/> Ice <input checked="" type="checkbox"/> Lemons <input type="checkbox"/> Coffee <input type="checkbox"/> Creamer <input type="checkbox"/> Juice

