

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

KNIFE & WHISK
EVENT ORDER FORM

Packed Invoiced

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: 4:30 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="radio"/> Drop Off	<input type="radio"/> Pick-Up Time:	<input type="radio"/> Stay & Serve	<input type="radio"/> They Heat
<input checked="" type="radio"/> Buffet	<input type="radio"/> Plated	<input type="radio"/> Individual	<input type="radio"/> Metal Pans

MENU	SET-UP
<p>MODIFIED Street Tacos : Flour/Corn Tortillas Churro Beans Mexican Rice Cilantro Lime Chicken Chopped Beef Shredded Pork Jalapenos Sour Cream Shredded Cheese * No Bell Peppers</p> <p><i>Check here that all your menu is correct. Any details discussed should be listed here.</i></p>	<p style="text-align: center;">Notes:</p> <p>Bartenders: # <u>2</u> Expected Hrs <u>4 hours</u> Lead: <input checked="" type="radio"/> Beer & Wine <input type="radio"/> Full Bar <input type="radio"/> Signature Drinks End Time: 10Pm Tip Jar: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>Servers: # <u>2</u> Expected Hrs <u>4 hours each</u> Lead: Expected Duties: Pre-Set Waters, salads, first round of trash</p> <hr/> <p>Tables Provided: <i>Any linen we need to provide should be here</i></p> <p>Linen: <input type="radio"/> 6ft Black Stretch x 2 w/ black fluffer <input checked="" type="radio"/> 8ft Black Stretch x 2 w/ black fluffer <input type="radio"/> Client rented linen <input type="radio"/> None</p> <hr/> <p>Weddings: Ceremony: 5pm Cocktail Hr: 6Pm Eat: 8Pm Is the food at the same place as the ceremony: Will need to flip room from cocktail hour to dinner service <i>Any important notes about event should be here</i></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

