

REQUEST FOR PROPOSAL

(CATERER)

To: _____

Fax No: _____

Please send me a proposal for catering a function I am planning. Please see specifics about the function below. I can be reached at the numbers and/or emails listed:

My Name: _____

Phone: _____ Fax: _____ Email: _____

FUNCTION DETAILS

Type of Event: _____ Location: _____

Date: _____ Time: _____ No. of Guests: _____

Food/Drink Budget: _____

Menu Considerations: _____

Canopies Needed: _____ # Tables Needed: _____ # Chairs Needed: _____

Delivery Needed?: Yes/No

Staffing Needed?: Yes/No

Additional Items Needed:

