



Website: www.RedVelvet-CateringEvents.com ~ Phone: (770) 855-9672 ~ Email: RedVelvetCatering@gmail.com

EVENT DETAILS FORM

CLIENT INFORMATION

CLIENT NAME: _____

PHONE NUMBER: _____

BILLING STREET ADDRESS: _____

BILLING CITY/STATE/ZIP: _____

COMPANY INFORMATION

COMPANY NAME: _____

COMPANY REPRESENTATIVE: _____

PHONE NUMBER: _____

EVENT INFORMATION

EVENT DATE: _____

EVENT DAY: _____

OCCASION: _____

NUMBER OF GUESTS: _____

TYPE OF SERVICE

FULL SERVICE (7% TAX & 18% GRATUITY WILL BE ADDED) YES _____ NO _____

DELIVERY ONLY (7% TAX & A DELIVERY FEE WILL BE ADDED) YES _____ NO _____

BUDGET AMOUNTS

MINIMUM (INCLUDING 7% TAX & 18% GRATUITY) _____

MAXIMUM (INCLUDING 7% TAX & 18% GRATUITY) _____

VENUE INFORMATION

NAME OF VENUE: _____

ADDRESS: _____

VENUE CONTACT NAME/NUMBER: _____

IS A BUSINESS LICENSE REQUIRED? YES _____ NO _____

IS INSURANCE REQUIRED? YES _____ NO _____

ARE ANY OTHER DOCUMENTS REQUIRED? YES _____ NO _____

IF SO, PLEASE LIST THEM BELOW:

EVENT DETAILS

SET UP TIME: _____ (AT LEAST 3 HOURS BEFORE START TIME IS REQUIRED)

EVENT START TIME _____ EVENT END TIME: _____

BREAK DOWN TIME: _____ (AT LEAST 1.5 HOURS IS REQUIRED)

SERVING TIME: _____

THEME: _____

COLORS: _____



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DESIRED MENU DETAILS

MENU TYPE: BREAKFAST _____ LUNCH _____ BRUNCH _____ DINNER _____
HEAVY BUFFET APPETIZERS _____ TRAY PASSED HORS D'OEUVRES _____
WILL THERE BE A COCKTAIL RECEPTION? YES _____ NO _____
IF SO, WHAT IS THE START & END TIME OF THE COCKTAIL HOUR? _____
IF YES, WILL THE COCKTAIL MENU BE BUFFET OR TRAY PASSED? _____

DESSERT SERVICES

DO YOU NEED A WEDDING OR CUSTOM CAKE? YES _____ NO _____
IF YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:
~HOW MANY GUESTS DOES IT NEED TO FEED? _____
~CAKE FLAVOR(S)? _____
~TYPE OF FROSTING? CHECK ONE: BUTTERCREAM _____ OR FONDANT _____
~TYPE OF FILLING (BETWEEN LAYERS)? _____

DO YOU NEED DESSERT BUFFET SERVICES? YES _____ NO _____
IF YES, WHICH DESSERTS ARE NEEDED ON THE BUFFET?
~ _____ ~ _____
~ _____ ~ _____

*PLEASE NOTE THAT YOU MAY NEED TO PROVIDE INSPIRATIONAL PICTURES. WE DON'T PROMISE TO DUPLICATE OTHER BAKERS' DESIGNS, HOWEVER WE WILL MAKE EVERY ATTEMPT POSSIBLE TO COME CLOSE AS POSSIBLE.

AMENITY DETAILS

DOES THE VENUE HAVE ANY KITCHEN AMENITIES: YES _____ NO _____
IF YES, WHAT AMENITIES ARE AVAILABLE TO USE FOR YOUR EVENT?
STOVE/OVEN _____ REFRIGERATOR _____ FREEZER _____
ICE MACHINE _____ MICROWAVE _____ COUNTER SPACE _____
PREP AREA _____ SINK _____ WATER ACCESS _____
ANY ADDITIONAL AMENITIES NOT LISTED: _____

DOES THE VENUE HAVE EQUIPMENT THAT YOU'LL BE USING FOR THE FOOD BUFFET (TABLES, LINENS, ETC.): YES _____ NO _____
IF YES, PLEASE LIST THEM: _____

REQUESTED SERVING STYLE

BUFFET (SELF-SERVE) ___ BUFFET (SERVED BY STAFF) ___ STATIONS (SELF-SERVE) ___
STATIONS (SERVED BY STAFF) _____ TRAY PASSING (BY STAFF) _____



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ADDITIONAL NOTES

IS A TASTING NEEDED? YES _____ NO _____

JUST AS ALL OF OUR CATERING SERVICES ARE PROVIDED OFF-SITE, SO ARE OUR TASTINGS. WE CAN DELIVER IT TO YOU TO TASTE AT YOUR LEISURE, OR WE CAN COME TO YOUR HOME AND COMBINE IT WITH A CONSULTATION.

THE TASTING IS YOUR OPPORTUNITY TO GIVE US YOUR HONEST FEEDBACK ON SPECIFIC DISHES (TOO SALTY, NOT ENOUGH SAUCE, ETC.) SO WE CAN ADJUST THE DISH TO YOUR SPECIFICATIONS. IT IS ALSO YOUR OPPORTUNITY TO DECIDE NOT TO INCLUDE A TASTING ITEM IN YOUR MENU AND CHOOSE OTHER MENU ITEMS. SO, IT'S IMPORTANT TO BE HONEST WITH YOUR TASTE BUDS AND US TO LET US KNOW YOUR LIKES AND DISLIKES.

IT'S BEST TO HAVE NARROWED DOWN YOUR FOOD SELECTIONS TO ONLY A FEW ITEMS BEFORE THE TASTING SO THAT WE AREN'T PREPARING UNWANTED FOOD BECAUSE TASTINGS ARE EXPENSIVE AND LABOR INTENSIVE.

PRICING: YOU MAY SELECT TWO ENTREES WITH TWO SIDES FOR \$30 PER PERSON. IF DESSERT IS PART OF YOUR TASTING, YOU MAY SELECT ONE BASIC CAKE FLAVOR FOR \$20 OR ONE SPECIALTY CAKE FLAVOR FOR \$30. CAKE TASTINGS COME IN THE FORM OF 6 CUPCAKES. THE PRICE IS SUBJECT TO CHANGE IF THERE ARE INGREDIENTS IN YOUR TASTING CHOICE(S) THAT ARE NOT IN SEASON. FOODS NOT IN SEASON ARE ALWAYS MORE EXPENSIVE OUT OF SEASON.

MOST OF THE CHOICES ON OUR MENU CAN BE PREPARED FOR A TASTING. SELECT ITEMS THAT YOU INTEND TO SERVE AT YOUR EVENT. UNLIKE RESTAURANTS, WE ARE NOT ALWAYS AVAILABLE TO PROVIDE A TASTING DUE TO PREVIOUSLY SCHEDULED EVENTS/ORDERS. WE RECOMMEND THAT YOU SCHEDULE YOUR TASTING WELL IN ADVANCE OF WHEN YOU NEED TO MAKE YOUR FINAL DECISION ON THE MENU.

FULL SERVICE: EVERYTHING YOU NEED IS INCLUDED, EXCEPT THE TABLES. WE PROVIDE BLACK OR WHITE LINENS, CATERING EQUIPMENT, CATERING UTENSILS, TABLE DÉCOR, QUALITY DISPOSABLES (PLATES, CUTLERY, NAPKINS & CUPS (IF ORDERING BEVERAGE), SET UP, BREAK DOWN AND CLEAN UP.

DELIVERY ONLY: THE FOOD ONLY WILL BE DELIVERED. YOU'LL BE REQUIRED TO WARM AND SET IT UP.

THANK YOU FOR CONSIDERING US FOR YOUR UPCOMING EVENT AND WE LOOK FORWARD TO HEARING FROM AND HOPEFULLY SERVING YOU AS WELL!

RED VELVET CATERING & EVENTS, LLC