



707 East Hermosa Drive
San Gabriel, CA 91775

Phone: (626) 292-CARNE (2276)
www.munozcatering.com

Wedding Catering Questionnaire

Primary Contact Person:

Name: _____ Primary Phone: _____

Address: _____ Primary Email: _____

City/State/Zip: _____

And/Or

Wedding Planner Contact:

Name: _____ Primary Phone: _____

Address: _____ Primary Email: _____

City/State/Zip: _____

Bride's Name:

Name: _____ Primary Phone: _____

Address: _____ Primary Email: _____

City/State/Zip: _____

Groom's Name:

Name: _____ Primary Phone: _____

Address: _____ Primary Email: _____

City/State/Zip: _____

Proposal to be sent to (if different from above):

Name: _____ Primary Phone: _____

Address: _____ Primary Email: _____

City/State/Zip: _____

Wedding Day & Date:

Date & Time: _____ Length of Ceremony: _____

Location: _____ Type: (i.e. Church, Home, or Park): _____

Wedding Theme: _____ Wedding Colors: _____

Wedding Reception:

Approximate Number of Guests (Minimum & Maximum Expected)? _____

Setting: Formal Semi-Formal Casual

Buffet – Guests serve themselves Yes No

Seated – Servers present the meals Yes No

Cake Serving/Service Requested Yes No

Reception Start Time: _____ **Reception End Time:** _____

Location of Reception:

Name: _____ Primary Phone: _____

Address: _____ Primary Email: _____

City/State/Zip: _____

Will Reception be held Indoors? Yes No

Indoor Kitchen Available? Yes No

Outdoor Catering/Seating area available? Yes No

Outdoor Utilities & Service area available? Yes No

Water Yes No

Electricity Yes No

Seating (Table & Benches/Chairs) Yes No

Covered/Sheltered Area(s) Yes No

Uncovered Area(s) Yes No

Reception Beverage Service Requested

Coffee/Tea Yes No

Canned Soft Drinks Yes No

Lemonade/Punch Yes No

Bottled or Ice Water Yes No

Champagne Toast Yes No

Ice for Beverages Yes No

Things to Avoid:

Formal Traditions/Customs:

Special Meal Item Requests:

Special Accommodations:

Check the items you'd like assistance with:

- | | | | | | |
|-------------------|------------------------------|-----------------------------|----------------------|------------------------------|-----------------------------|
| Event Site | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Food Servers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Bartenders | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Liquor/Beverages | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| DJ/Mariachi Group | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Flowers/Centerpieces | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Wedding Cake | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Wedding Décor | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Guest Favors | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Other | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Rental Equipment Needed:

- | | |
|--|--|
| <input type="checkbox"/> Tables (Round, Banquet or 2 person) | <input type="checkbox"/> Chairs (Metal or Wood) |
| <input type="checkbox"/> Napkins/Linens | <input type="checkbox"/> Banquet Cloths/Table Skirting |
| <input type="checkbox"/> China (Salad, Dinner, Cake, etc.) | <input type="checkbox"/> Flatware (Stainless or Silver-plated) |
| <input type="checkbox"/> Table Settings (Formal or Informal) | <input type="checkbox"/> Glassware (Water, Wine, Coffee, etc.) |
| <input type="checkbox"/> Champagne Fountains/Punch Bowls | <input type="checkbox"/> Bar (4', 6', or 8' with Back Table) |
| <input type="checkbox"/> Tents, Awning or Umbrellas | <input type="checkbox"/> Wedding Décor and/or Lattice |
| <input type="checkbox"/> Stage or Dance Floor | <input type="checkbox"/> Outdoor Lighting or Patio Heaters |
| <input type="checkbox"/> Other Rental Needs | <input type="checkbox"/> _____ |

Thank you for taking the time to complete the above; this gives us a good starting point!

Please return this questionnaire to us by email, fax or regular mail so we can draft a proposal specifically for you. Also, see our website at www.AffordableWeddingCatering.com for more information on the services we offer as well as pictures of previous events. I look forward to speaking with you soon.

Sincerely,



David Muñoz

Muñoz Catering

Office: 626/292-CARNE (2276)

Cell: 323/855-0048

Fax: 323/268-2543

Email: dave@MuñozCatering.com

Web: www.MuñozCatering.com