

Pacific Northwest Catering



Wedding Questionnaire

Thank you for your interest in *Pacific Northwest Catering* being a part of your special day!
Please fill out this questionnaire with as many details as you can in order for us
to better accommodate all of your needs for your customized proposal.

Contact Information

Bride's/Groom's Name: _____ Email: _____
Bride's/Groom's Name: _____ Email: _____
Contact Name: _____ Email: _____
Bride Cell: _____ Groom Cell: _____ Contact Cell: _____

Event Details

Event date: _____

How many guests are you expecting? _____

Wedding catering with *Pacific Northwest Catering* starts at \$30 per person and goes up from there based on the services you request. We can provide as little or as much as you need. What is your estimated budget range for catering costs?

____ \$20-30/person

____ \$40-50/person

What are the locations of the ceremony and reception?

Ceremony: _____

Reception: _____

For what time have you rented the facility? _____

Would you like our staff to set-up and/or break down the tables and chairs? _____

Please indicate whether there will be a transition of chairs between ceremony and reception. _____

What time is guest arrival and when will the ceremony begin? _____

What is the estimated time of guest departure? _____

Mailing Address: 747 North 135th Street M/S 802, Seattle, WA 98133

Owner Matthew McKay 425-478-6179 / Office: 206-367-0619 / Event Manager: Al Starkenburg 206-499-1228

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Would you like a cocktail hour (featuring hors d'oeuvres & beverages) after the ceremony, prior to the main food service? *If so, please list a few menu items or preferences:*

What time would you like the beverages (non-alcoholic and/or alcoholic) to be served?

What time would you like the meal to be served?

Would you like to serve a traditional meal with entrees and side dishes or a meal consisting of heavy hors d'oeuvres?

Would you like to feature buffet style service, family style service or a plated meal (listed from least to most expensive)?

Did you see any menus on our website? <http://www.pacificnorthwestcatering.com/>
If so, please indicate menu items or preferences:

If not, is there a style or theme that you would like to feature?

For example: Northwest, Italian, Tex Mex, Pan Asian, New American, BBQ etc.

What types of entrée(s) are you interested in serving?

For example: Chicken, Steak, Pork, Fish, Vegetarian, etc.

Are there any dietary restrictions that we should know about?

Would you like to see any dessert included with your initial customized proposal?

If so, please indicate menu items or preferences:

If you are having a cake, would you like us to cut and serve it for you? (complimentary service)

What type of non-alcoholic beverages would you like us to supply for your event?

For example: Sparkling Punch, Lemonade, Iced Tea, Coffee Service etc.

Are you interested in serving alcohol at your event? *If so, beer and wine only, Specialty cocktails or all of the above?*

Please indicate who will be serving the alcohol – (*Venue, private bartending service, or Pacific Northwest Catering*)

Would you like us to provide the alcohol or will you be providing your own?

Does your venue have a built-in-bar?

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If you are planning on providing beer, will it be bottled or keg beer?

Are you planning to have a champagne toast?

Do you have a color theme or décor theme in mind for the wedding yet?

Are you working with a wedding planner or day-of coordinator? If so, please list their name and contact information.

What combination of plates/glassware/utensils/napkins would you prefer?
(Listed from most expensive to least expensive)

- _____ **Traditional:** White China Plates, Stainless Flatware, Stemware, Linen Dinner Napkin
- _____ **High-end Plastic or Bamboo Disposables:** Recyclable Plastic or Leafware Plates, Silver Plastic or Bamboo Utensils, Eco-Friendly Compostable Cups, and Paper Napkins
- _____ **“Green” Compostable Paper Products:** Paper Compostable Plates, Utensils, Eco-Friendly Compostable Cups, and Paper Napkins
- _____ **Combination of Traditional China and Plastic or Paperware:** perhaps china plates, but plastic cups, or paper plates and real glassware
- _____ **Not interested:** We will supply own equipment

Rental Equipment Details

Who will be providing the following? *Example: venue, client, or TBC*

Tables - provided by:

Chairs - provided by:

Linens - provided by:

If would you like us to provide the linens, for how many tables? (give both quantities and sizes):

How did you hear about our company?

**Again, thank you for contacting *Pacific Northwest Catering* and please do not hesitate to contact us with any further questions you might have while planning your event.
We look forward to hearing back from you soon!**