



Chica's Café & Catering
 105 Legion Way SW Olympia, WA 98501
 ring: (360) 705-2529 fax: (360) 705-2646
<http://www.chिकासcafeandcatering.com>

Event Planning Worksheet			
Contact Name:			
Business Name:			
Day Phone:		Evening Phone:	
E-mail Address:			
Mailing Address:			
City:	State:	Zip:	
Billing Address:			
City:	State:	Zip:	
Type of Event:			
Event Date:		Event Time:	
Location of Event:			
Event Address:			
City:	State:	Zip:	
Venue Contact:		Venue Phone Number:	
Number of Guests:		Estimated Budget:	
Service Style:			
<input type="checkbox"/> Drop-off	<input type="checkbox"/> Informal	<input type="checkbox"/> Formal	<input type="checkbox"/> Buffet with servers
<input type="checkbox"/> Buffet Only	<input type="checkbox"/> Served Meal	<input type="checkbox"/> Appetizers	<input type="checkbox"/> Undecided
Other: (please describe)			
Do you have a special theme or food request? If so, please describe:			
Do any attendees have food allergies or special diet requests? If so, please describe:			
Do you prefer:			
<input type="checkbox"/> Disposable plates, utensils, cups?		<input type="checkbox"/> Silverware, china, glassware?	
Do you need bar service?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure	
Additional Information:			