



Thank you for your interest in our Catering services. Below I have attached a questionnaire to find out more about your event. You may find this questionnaire to be a bit lengthy and some of the questions may not pertain to your type of event, however the more we know about your event the more we can accommodate your needs. We will work with you to ensure this event reflects your own taste and personal touches. Our goal is to relieve you of the many details that go along with hosting a successful party so that you, as well as your guests, can thoroughly enjoy this special event.

Please do not hesitate to contact me if you have any questions, suggestions or would like to inquire about any additional ways we may be of service.

Thank you for your interest in our catering services. We look forward to working with you to make this special event a success in every possible way.

Very best regards,

*Elaine Smit
Chow Bella Catering*

CATERING QUESTIONNAIRE

Whether it is your wedding or simply a small gathering, every event has important details. Help us to get a feel for your event by completing the following questionnaire. Be as thorough as possible, but also be open minded. We may have suggestions for you! Any event requires a great number of details. Below are a few questions that should be answered prior to our preparing a quote or menu for your event. Help us to be better prepared to accurately estimate costs and to ensure that your event reflects your desires. Not every question will pertain to your event. For those that do not apply, simply mark N/A.

Who will be the contact person?

Name: _____

Phone : _____ Cell: _____ Work _____

Fax: _____ Email: _____

Address: _____

- Where is the event to take place?
- How many guests are anticipated?
- What is the type or purpose of the event? (Is it a cocktail reception, board retreat, etc.?)
- Event date and time:

SERVICE

*Formal or informal, or five courses plated, every event must have capable staff.
Help us to anticipate the type of service you require.*

*Please describe how you would like the order of events to take place.
(I.e. guests arrive, cocktail hour, three course meal, presentation/program...)*

SERVICE STAFFING

Would you like a staffed event, or simply food and beverage delivery?

*If you are serving hors d'oeuvres, do you want buffet style or butler service
(passed)?*

What type of seating arrangements (open, reserved, standing or combination)?

Plated dinner or buffet style dinner?

*What is your overall expectations for service style? Is it casual or a more formal
event?*

BARTENDERS AND OTHER

- Will bartenders be needed?*
- Will you be requiring staff for cocktail service?
(Passed cocktails, wine, or beverages)*
- Are there any other staffing needs you may need such as attendants or
greeters?*

UNIFORMS

How would you like the staff to be dressed? (Regular uniform is all black)

Aprons? Bow tie?

MENU SPECIFICS

- *Is there a culinary theme? (Italian, Hawaiian,)*
- *What type of foods? (Cocktail reception only? Plated four course wedding?)*
- *Hot or cold foods preferred?*
- *Number of courses?*
- *What are the courses that you envision?*

MENU REQUIREMENTS

- *Will you be requiring a vegetarian option? How will this be handled?*
- *Do you expect your guests to pre-order? (Pre-orders may be required on events with more than one entrée selection.)*
- *Do your guests have any special restrictions or dietary requirements that you know of? If so, what are they?*
- *Are there any other aspects of dinner service you feel needs to be addressed?*

BEVERAGES

Every event will need beverages, whether that means open bar, cash bar or bottled water. Let us know what you'd like.

- *Will there be a bar?*
- *What types of beverages will be needed?*
- *If so, do you prefer a full bar?
Chow Bella can supply wine, beer, liquor, sodas and mixers.*
- *Do you want tea and coffee service?*

- *If yes on tea and coffee, do you want these available at a bar or a separate station? Or would you prefer table service?*

BEVERAGES DURING THE MEAL

- *Will your guests be drinking a certain beverage during dinner? (I.e. wine)*
- *If yes what?*
- *Are you planning any toasts? If so when and with what?*
- *Are you planning after dinner beverages?*
- *Are there any other aspects of beverage service you feel needs to be addressed?*
- *Would you like assistance with pairing your wine with dinner courses?*

LOCATION, ROOM ARRANGEMENTS, LAYOUT

- *What type of layout do you envision?*
- *What type of tables would you like?*
 - *Square?*
 - *Rectangle?*
 - *Head tables? (Do you want traditional seating or custom seating?)*
- *Will the tables be numbered? If so, how?*
- *How many guests per table do you envision?*
- *Will multiple bars be required? If so how many total?*
- *Food, coffee and tea stations?*
- *Is space required for a program or entertainment?*

OTHER ITEMS WE'LL NEED FROM YOU

- *Final head count date:*
- *Setup time/cleanup time*
- *Length of service*
- *Rental drop offs and pick up times*

OTHER AVAILABLE SERVICES
Printed menus

RATES

At Chow Bella Catering, we want to be sure that your function has the look and feel that you desire. Part of your vision may include rentals. Rented items can be serving-ware, china, glassware, or event tables and chairs. The following guide will help you to structure your budget. For more specific rental items, please refer to one of our catering professionals.

<i>CHAIRS</i>	<i>UNIT PRICE</i>
<i>White</i>	<i>\$</i>
<i>Brown</i>	
<i>Other:</i>	

<i>TABLES</i>	<i>SIZE</i>	<i>UNIT PRICE</i>
<i>Banquet</i>	<i>6 ft. seats 6-8</i>	<i>\$</i>
<i>Banquet</i>	<i>8ft. seats 8-10</i>	
<i>Card</i>		

<i>LINENS</i>	<i>SIZE</i>	<i>STYLE</i>	<i>UNIT PRICE</i>
<i>Napkins</i>	<i>Colors available upon request</i>		<i>\$</i>
<i>Banquet</i>	<i>60 in. x 120 in.</i>		
<i>Tablecloth</i>	<i>80 in. x 80 in.</i>		
<i>Square</i>			
<i>Skirting</i>	<i>8 ft. with Velcro clips</i>		
<i>Skirting</i>	<i>13 ft. with Velcro clips</i>		
<i>Skirting</i>	<i>21 ft. with Velcro clips</i>		

- Silverware*
- Glassware*
- Platters*
- Dinner Plates*
- Salad Plates*
- Dessert Plates*
- Other*

***Additional charge for colored linens*

***See your catering professional for specialty linens or addition color selections.*

Budget \$-----

When completed please:

Fax to: (925) 376-9700 / mail to: 1480 Moraga Rd, Ste. 166, Moraga, CA 94556