

Weddings by BAKERstreet

Thank you for choosing BakerStreet to celebrate and cater one of the most important events and biggest commitment of your lives! The following questionnaire helps us get a general feel for your event and begin our working relationship. You may not have all of the answers at the current moment, but we are able to provide the most accurate quotes with more information.

This is a brief overview - if you have any questions do not hesitate to contact us. Please send this form to the email address listed below and I will reach out to you shortly!

- Jaimi Grahovac, Event Coordinator
jaimi@obicai.com

CONTACT INFORMATION

Bride & Groom Names: _____

Client Name (if different from bride & groom): _____

Client Address (street, city, state, zip code): _____

Client Phone Number: _____ Client Email: _____

EVENT & VENUE INFORMATION

Briefly describe the nature of your event (occasion, expectations, etc.)

Event Date: _____

Event Location: _____

Event Address (street, city, state, zip code): _____

Venue Contact: _____ Phone #: _____

Venue Contact Email: _____

Is the ceremony on site? Yes No Ceremony Start Time: _____ End Time: _____

What time can caterers arrive? _____ Must leave by: _____

Approximate number of guests: _____ Adults: _____ Children (<12 yrs): _____

Budget: _____ (per person): _____

**consider these amounts need to account for food, tax, labor, rentals, venue fees, etc.*

Theme: _____ Formal or Casual: _____

Colors: _____

KITCHEN INFORMATION

Is there a kitchen at the venue? Yes No

What type of kitchen/space is available? Prep space only (no cooking or warming)

Prep space with warming and cooling Full service kitchen (cooking allowed)

Is there drinkable water at the venue? Yes No

Is there ice available at the venue? Yes No

RENTAL INFORMATION

Are you renting tables, chairs, napkins, table linens, buffet and bar tables/linens, etc.? Please list rental company:

Would you like to include our rentals with items you might be renting or have us rent the items we need separately?

SEATING ARRANGEMENTS

Will you have a Sweetheart Table for the bride and groom or Head Table for the wedding party?

Seating arrangements: Open Seating Assigned Seating

BEVERAGE SERVICE

Will you need a bartender or any beverage services outside of water on guests tables? Yes No

Do you want to have glassware on the tables for water service? Yes No

What type of bar you are interested in (circle all that apply):

Disposables Glassware Open Cash

Beer Wine Liquor Specialty Cocktails

MENU DEVELOPMENT

List the type of food you would like for your event (*American, Italian, Mexican, Mediterranean, comfort, BakerStreet menu items, etc.*) _____

List your personal favorite foods: _____

List foods you do NOT want at your event: _____

Are there any food allergies we should be aware of? _____

Cocktail Hour

Will you be having a “cocktail hour”? Yes From: _____ to _____ No

Do you want appetizers to be served during “cocktail hour”? Yes No

How would you like appetizers to be served during “cocktail hour”? Passed Appetizer Table

Which do you prefer for appetizers: Disposables China

List appetizer preferences: _____

Dinner

What time should dinner be served? _____

How would you like dinner to be served?

**client must provide place cards, preorders, and specific serving requests for plated dinners*

Buffet Plated Stations Family Style

Which do you prefer for dinner: Diposables China

List dinner preferences (beef, pork, poutry, etc.): _____

List accompaniment preferences (salad, vegetable, starch, etc.) _____

Do you want us to put together a special meal for children under 12 years of age? Yes No
**this is traditionally delivered to the children before other guests are served*

Dessert/Wedding Cake

Are you going to be cutting a wedding cake? Yes No

Do you want us to finish cutting the cake? Yes No

Do you want us to save the top tier? Yes No
**if so, we will need the box it was delivered in*

Do you want dessert in addition to a wedding cake? Yes No

Will cake/desserts be served from a station? Yes No

Which do you prefer for cake/dessert: Disposables China

List dessert preferences: _____

ENDING DETAILS

Do you want to take left overs home with you? Yes No
**if so, the person taking these home will need to be in contact with the manager BEFORE the caterers leave the venue. Otherwise, food will be thrown away when the caterer leaves.*

When is last call? _____

Please send a final timeline no later than 2 weeks before the event date.
