

# Better Understanding Your Needs

This page is a questionnaire for you to better assess the staffing or rental needs for your event. You can answer questions that relate to your event and mention in the Remarks section when submitting an order, or simply email with any questions to: [brian@silvertraystaff.com](mailto:brian@silvertraystaff.com)

What is the estimated number of guests? \_\_\_\_\_

What is the time length of your event? \_\_\_\_\_

## Cocktail receptions:

How many bar locations are there? \_\_\_\_\_

↳ Serving beer / wine only? \_\_\_\_\_

↳ Serving liquor/beer/wine? \_\_\_\_\_

Serving Hors D'Oeuvres? \_\_\_\_\_

↳ - How many different types? \_\_\_\_\_

↳ - Self-serve, or tray passed? \_\_\_\_\_

Plan to serve beverages in glassware or disposable cups? \_\_\_\_\_

## Buffet style dinner service :

How many round tables are you planning? \_\_\_\_\_

Number of guests per table? \_\_\_\_\_

What kind of tableware would you like to use? \_\_\_\_\_

Silverware/Glassware/Plates? \_\_\_\_\_

Y / N

Disposable Wares \_\_\_\_\_

Y / N

How many buffet stations? \_\_\_\_\_

Self-serve beverage stations, or want staff to pre-set ice water at place settings? \_\_\_\_\_

How many bar locations are there? \_\_\_\_\_

Want staff to pre-set the tables with silverware, plate, glasses etc.? \_\_\_\_\_

Planning to serve coffee? \_\_\_\_\_

Y / N

Served to the guest? \_\_\_\_\_

Setting up a self-serve coffee station? \_\_\_\_\_

Using china/silverware/glassware OR plastic disposable wares? \_\_\_\_\_

Does the caterer provide all the needed equipment as part of their service? \_\_\_\_\_

Y / N

## Formal seated dinner service:

How many bars? \_\_\_\_\_

How many dinner courses? \_\_\_\_\_

Offering different choices for main course? \_\_\_\_\_

Y / N

How many tables? \_\_\_\_\_

Appetizers served @ table \_\_\_\_\_

Y / N

↳ if so, are servers to take individual orders? \_\_\_\_\_

Y / N

# of guests per table? \_\_\_\_\_

Soup /Salad served or pre-set \_\_\_\_\_

Y / N

Serving coffee at this event? \_\_\_\_\_

Y / N

Dessert served or pre-set \_\_\_\_\_

Served to guest at table, or self-serve coffee station? \_\_\_\_\_

Using china/silverware/glassware OR plastic disposable wares? \_\_\_\_\_

Does the caterer provide all the needed equipment as part of their service? \_\_\_\_\_

Y / N

Anything special that we should be informed about?

Please provide all the necessary and accurate details to us in writing.