

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

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.