

# Catering Request Form

Date: [Insert Date]

To: [Catering Company Name]

From: [Your Club Name]

Contact Person: [Your Name]

Contact Phone: [Your Phone Number]

Contact Email: [Your Email Address]

## Event Details

Event Date: [Insert Event Date]

Event Time: [Insert Event Time]

Event Location: [Insert Event Location]

Number of Guests: [Insert Number of Guests]

## Catering Requirements

Type of Service: [Buffet/Plated Service/Cocktail etc.]

Menu Preferences: [List Any Specific Menu Preferences or Dietary Restrictions]

Add-Ons: [Specify Any Additional Needs such as Beverages, Desserts, etc.]

## Budget

Estimated Budget: [Insert Budget Range]

## Additional Comments

[Any Additional Information or Requests]

Thank you for your prompt attention to this request. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Club Name]