

Special Event Catering Request

Club Name: [Your Club Name]

Event Date: [Event Date]

Event Time: [Start Time] - [End Time]

Contact Person: [Your Name]

Contact Phone: [Your Phone Number]

Contact Email: [Your Email Address]

Event Details

Event Type: [Type of Event, e.g., Birthday, Wedding, Corporate Event]

Expected Attendance: [Number of Guests]

Catering Requirements

Meal Type: [Buffet/Plated/Family Style]

Dietary Restrictions: [Any Dietary Needs]

Preferred Cuisine: [Type of Cuisine]

Additional Information

[Any additional requests or information]

Signature

[Your Name]

[Your Position/Title]

Thank you for considering our request.