

# Carefree Dinner Party Services

## Initial Event Data Collection Sheet

Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Client name: \_\_\_\_\_

Client address: \_\_\_\_\_

Client phone: \_\_\_\_\_ (hm) \_\_\_\_\_ (cell) \_\_\_\_\_ (wk)

Client fax: \_\_\_\_\_

Client email: \_\_\_\_\_

## Event Details

Event date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Party occasion: \_\_\_\_\_

Event location (if other than above): \_\_\_\_\_

Number of attendees: \_\_\_\_ Number of attendees under age 12: \_\_\_\_

Time event will commence \_\_\_\_\_ Time event (chef portion) expected to conclude: \_\_\_\_\_

Dinner will be served at what time: \_\_\_\_\_

Directions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_