

# WOODSTOCK'S CATERING ORDER FORM

*All catering orders must be taken by managers only.*

Name of Customer : \_\_\_\_\_ Today's Date: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Customer Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Other: \_\_\_\_\_

Contact person FOR this event: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Contact person AT this event: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

**“Do you have a copy of our catering brochure? You can check our website for our menu and catering information.”**

When is the event? Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

- *If it's less than 24 hours from now, check with the GM or AGM to be sure we can handle the order.*

Where is the event? Full Address: \_\_\_\_\_

Description: (if applicable) \_\_\_\_\_

- *If the event is outside our extended delivery area –  
-Tell the customer that you need to confirm delivery to that area with the GM, and that we'll get back to them right away.  
-Or suggest that the order be picked up at Woodstock's.*

How many people are you expecting at the event? Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Total: \_\_\_\_\_

- *If this is a large order, let the GM or AGM know so that any extra preparations (staff, supplies, etc) are taken care of.*

Who will you be feeding at the event? \_\_\_\_\_

- *(IE- What type of crowd?- college, corporate, mixed ages, sports team, Atkins Diet Team, etc...)*

Are you intending to provide your guests a full meal or a “snack”? Meal: \_\_\_\_\_ Snack: \_\_\_\_\_ Mix: \_\_\_\_\_

- *Please adjust your order suggestions appropriately!*

Do you have a total or per person budget for the event? \$\_\_\_\_\_ per person and/or \$\_\_\_\_\_ total

What would you like to serve?

- *Use Catering Brochure and “Woodstock's Favorites” list for reference*
- *Please enter entire order on the POS System, but summarize totals for each category at bottom of form.*
- *Be helpful and suggestive! Make sure they get proper amounts and varieties. Offer drinks and other menu items.*

Will you need Woodstock's servers for your event? (\$15 per server per hour) \_\_\_Yes \_\_\_No

If “Yes”, would like help in: \_\_\_Setting up \_\_\_Serving \_\_\_Cleaning Up

When should we plan to be there to set up? \_\_\_\_\_ When exactly would you like the food ready for serving? \_\_\_\_\_

Are there specific instructions/directions for our driver? \_\_\_\_\_

Will our driver need a special pass or permit to park at the event? \_\_\_Yes \_\_\_No

Is the event... \_\_\_ inside or \_\_\_ outside?

If outside, do they need our canopy? \_\_\_Yes \_\_\_No

Is electricity available? \_\_\_Yes \_\_\_No

Are handwashing facilities available? \_\_\_Yes \_\_\_No

Are kitchen facilities available? \_\_\_Yes \_\_\_No

Will a buffet table be available? \_\_\_Yes \_\_\_No

Will there be other food at the event? \_\_\_Yes \_\_\_No If Yes, what? \_\_\_\_\_

**“Would you like us to add a gratuity onto your invoice for the catering driver/servers?”**

***“Thank you for choosing Woodstock's to cater your event!”***

# SUMMARY SHEET

<u>ITEM</u>	<u>BRIEF DESCRIPTION</u>	<u>QUANTITY</u>	<u>SUB-TOTAL</u>
Pizza:	_____	_____	\$ _____
Salad:	_____	_____	\$ _____
Wildebread:	_____	_____	\$ _____
Wings:	_____	_____	\$ _____
Cinnabread:	_____	_____	\$ _____
Sodas:	_____	_____	\$ _____
Bottled Water:	_____	_____	\$ _____
Other:	_____	_____	\$ _____
FOOD SUB-TOTAL:			\$ _____
TAX (7.25%):			\$ _____
FOOD TOTAL:			\$ _____
LABOR:	#Employees: _____ X #Estimated Hours: _____ X \$15.00/hour =		\$ _____
DELIVERY CHARGE (if applicable)			\$ _____
OTHER:	Notes: _____		\$ _____
GRATUITY (voluntary!)			\$ _____
<b>GRAND TOTAL:</b>			<b>\$ _____</b>
PAYMENT:    Cash    Check    Credit Card    On Account			

## CONFIRMATION

*Both pages should be sent to the customer for confirmation of order contents, details, and order total.*

Prepared By:            Name: \_\_\_\_\_            Date: \_\_\_\_\_            Time: \_\_\_\_\_

Sent to customer:        Name: \_\_\_\_\_            Date: \_\_\_\_\_            Time: \_\_\_\_\_

Communicated via:        Fax: \_\_\_\_\_            Email: \_\_\_\_\_            Phone: \_\_\_\_\_            In Person: \_\_\_\_\_            Other: \_\_\_\_\_

Response received:        Name: \_\_\_\_\_            Date: \_\_\_\_\_            Time: \_\_\_\_\_

Confirmation Accepted?    Yes, as is: \_\_\_\_\_            Yes, but with modifications (see below): \_\_\_\_\_            No: \_\_\_\_\_

Confirming customer representative: \_\_\_\_\_            Phone: \_\_\_\_\_

Order Modifications: \_\_\_\_\_

## FOLLOW-UP

*To be done by GM, AGM, or Marketing Rep within two days following event*

Customer contacted:        Name: \_\_\_\_\_            Date: \_\_\_\_\_            Time: \_\_\_\_\_

Feedback comments, suggestions, etc: \_\_\_\_\_

Taken By:                    Name: \_\_\_\_\_            Date: \_\_\_\_\_            Time: \_\_\_\_\_