

Event Notes

Please use one of the following methods to fill out this form:

- Fill out by hand and fax to (301) 223-5975, e-mail, or drop off at our office

Client Name _____

Contact Person _____

Home Phone _____ Cell Phone _____

Work Phone _____ E-mail _____

Person Spoke With (Leiters Contact) _____

Street Address _____

City _____ State _____ Zipcode _____

Service Type Buffet Sit Down Delivery, Set-Up, Pick-Up Client Pick-Up

Function Date _____ Approximate # _____

Type of Function _____

Venue Name _____

Time: Guest Arrive _____ Buffet/Sitdown _____ End/Return P-Up _____

Table Service - White Foam Disposable Classicware China Stainless Flatware
 Chinnet/Biodegradable Glassware Client to Provide

Tents - On Location Rent Other _____

Tables - On Location Rent Other _____

Chairs - On Location Rent Other _____

Tablecloths - Disposable Cloth Other _____

Napkins - Disposable Cloth Other _____

Do you need Leiters' to remove the trash? Yes No

Notes/Comments _____

Meal Notes

Hors d'oeuvres

Entree(s)

Salad

Salad Dressing(s)

Starch

Vegetable(s)

Breads

Dessert

Beverages

Cash Bar Provided by Leiters

Open Bar Provided by Leiters

Bartenders ONLY Provided by Leiters

Client to Provide

Heard About Us

Special Request

Notes/Comments
