



Event Catering Template

Catering company information	
Company name	
Company website	
Point of contact	
Contact phone 1	
Contact phone 2	
Email	

Event details & requirements	
Event type (wedding, conference, product launch, birthday, etc.)	
Number of guests	
Event date(s)	
Venue	
Special dietary needs (vegan, gluten-free, halal)	
Staffing (buffet, plated, station, drop-off)	
Rentals (chairs, tables, service items, etc.)	

Service details	
Services overview	



Certificates and permits	
Total cost	
Requested deposit	
Payment due date	

Product details			
Product name	Number of servings	Price per serving	Total cost
Total catering costs			

Additional expenses	Additional costs
Total additional costs	

Certifications, licenses, and permits	Issued by	Additional notes
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