



www.JoneseysCatering.com

Catering Questionnaire 2020

Thank you for considering Jonesey's Catering for your full-service catering needs. We look forward to working with you. Below are a few questions that will help us to determine the vision you have for your upcoming celebration. Whether it is a casual social gathering, a reunion, a wedding, a birthday, a celebration of life, a company party, a graduation or just an excuse to come together, we feel exploring your vision of the event will help us to meet and exceed all of your expectations.

What type of celebration or event are you planning?

What is the event date?

Where will the event be held?

Indoor Outdoor Combination

Address for site visit:

Is this a Home or a Venue?

If not yet determined, are you looking for a venue?

What is the planned attire?

Come as you are Casual Elegant Tuxedo

How many guests will be invited?

How many Children will be attending?

Children 6-10 Years old ½ price per child

Kids 5 and under are Free



Bar and Beverages

Would you like Lemonade or Iced tea?

Lemonade and Iced Tea service includes 12 oz. plastic cups, Glass water cups/goblets are also available (rental) based on event style.

Would you like a coffee station?

Includes regular, decaf, hot water, tea bags with a coffee cup, sugar, creamers, honey & stirrers. Coffee cup type based on event style.

What time would you like coffee service to open? Before food service, after?

Would you like water service @ dinner time?

Water service includes 2 water carafes on tables, 12 oz. plastic cups or glasses (rental), and your choice of lemon wheels or cucumber slices. (Server required)

Are you planning on having a bar?

How many bars? One inside, one outside, etc.

Do you need bartenders?

We suggest 1 bartender per 100 people for beer and wine bars, and 1 per 50 people for bars with beer, wine and spirits or with signature drinks.

Will the bar have more than beer and wine?

Please describe what type of drinks you would like on hand:

Do you have a signature drink?

Please describe the drink(s):



Bar and Beverages Cont.

Who will providing the alcohol?

Are you going to have champagne toast?

When is your toast scheduled?

Do you want the flutes/glasses held at the bar or delivered to the tables?

Plastic or glass wine/flute?

Would you like bottled water?

We suggest having bottled water for the ceremony/party and have it available at the bar (if open) or on a table at the ceremony entrance. Once the ceremony has concluded, have bottled water available at the bar or offer tabletop water service.

Would you like canned Sodas/Nonalcoholic drinks available?

Please list preferred brand types here:

Would you like to add a bar package?

Bar package includes 14-16oz cups (beer cups), 6-9 oz. Cups (wine/drink buckets), garnish picks, beverage napkins, cocktail stirrers, lemons, limes, olives, and cherries, garnish for a signature drink if required. Drink Ice.

Would you like a mixers and water package for the bar?

Includes assorted soda, orange juice, grapefruit juice, cranberry juice, tonic water, club soda, ginger ale, and mixers required for a signature drink. This is often combined with the bar package.



Appetizers and Menu

Will you have a cocktail hour or open the bar prior to the food being served?

Would you like appetizers?

Would you like them passed? (with a server) or set at an appetizer station(s)

Are there any special diets, vegetarians, vegans, or allergies? If yes how many

Are there any foods you or your guests avoid?

Do you have any appetizers in mind? A favorite perhaps?

Please list them here:

What type of meal service are you considering?

Plated meal delivered to the table, assisted service buffet, buffet, family style, or?

Do you have a menu in mind?

We can customize any menu to your needs. Please tell us about some of your favorites:

List here:



Dessert

Have you considered dessert?

Pies, Cakes, Cupcakes, Ice Cream, Brownies, Cookies, Puddings, Flan, Custards, Cheesecake, etc.

Do you need a specialty cake?

Full tiered cake or topper for ceremony?

We have a full-time baker and she can design, bake, properly store, and safely delivery the cake to the venue.

Do you have a florist?

See our vendor partners list for options

Have you included the décor and floral for the buffet station(s) and the dessert station(s)

If you do plan for flowers, please provide 2 extra centerpieces for the buffet line. Trimmings for the serving line tables is also a nice addition. The dessert stations should be considered for matching décor as well.

Would you like our baker to decorate the cake or your desserts with your floral design?

Would you like us to cut the cake and plate it for the guests?

Do you want a late night snack after the buffet and dessert stations have closed?

What would you like done with leftover food?

Packaged ready for your refrigerator? Removed from site?



Rental Equipment

Are you interested in plate ware?

Includes 10" Dinner plates, 6" dessert plates, 2-forks, 1-spoon, 1-knife, and a dinner napkin.

What type of plate ware and cutlery are you considering?

Charger plates, cloth napkins, ceramic plates, decorated place setting, stainless cutlery, gold, silver, plastic?

Would you like Wood (Rustic country) box or Stainless steel and gold trimmed (more elegant) chaffing setups?

What type of tables and chairs?

Will you need an outdoor tent for your guests?

Will you need an outdoor tent for the food?

Will you assign tables for the guests?

(Please provide Jonesey's with a guest seating at least 7 days prior)



Rental Equipment Cont.

Will you have any of the following tables?

This list helps plan for the number and types of tables you might need to rent.

Head table _____	How many people _____
Gift Table _____	Cake Table _____
Assigned seating Table _____	
Coffee Table _____	Dessert table _____
DJ Table _____	Additional Tables _____
Unity/Ceremonial Table _____	
Cocktail/Highboy Table _____	

Will you need any of the following?

- Table Bus service
- Trash Services
- Post event Clean-up
- Decorations
- Linens (review floor plan and colors)
- Rental Equipment, Tables, chairs, Tents, Etc. (can be quoted by us)
- Special lighting
- Flowers
- Dance Floor
- Photo booth/Selfie Stand
- Valet service
- Coat check
- Restroom services
- Shuttle services to or from the parking area
- Uber/Lyft Ride services



Event Details

Do you have an agenda?

(Please provide Jonesey's with an agenda at least 14 days prior)

Who will be the contact person for the reception day?

Review payment policy 10% deposit secures date and pricing, 50% is due 30 days prior to event- changes may be made to the event up to 7 days prior to the event which is when final payment is due (Personal check or ACH preferred.)

Date of tasting & Time (2 complimentary tastings with accepted contract)

Additional fees/Information:

Final pricing will include tax, tax is not charged on the following:

- *Delivery
- *Services

Additional information to add to quote, special requests, guests with special needs.



Event Name		Jonesey's Arrival Time	
Event Date		Total Guests	
Event Location		Guest Arrival	
Event Start		Cocktails Start	
Event End		Cocktails End	
Introduction		Bar Opens	
Ceremony Start		Bar Last Call	
Ceremony End		Buffet Opens	
Venue Rental Time		Buffet Closes	
Budget		Cutting of Cake	
Vacate		Clean-up	

Please contact us with any Questions

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Billing Address: _____
City _____ **State** _____ **Zip** _____

Contact Name _____

Email: _____ **Phone:** _____

Customer Signature _____