

Delicacy Catering — Wedding Reception Intake Questionnaire

Fine Ingredients • Superb Service • Connecticut's Oldest Caterer

1. Contact Information

Bride's Name:
Groom's Name:
Primary Contact Person (if different):
Phone Number:
Email Address:
Mailing Address:

2. Event Details

Wedding Date:
Ceremony Time:
Reception Time:
Event Location / Venue Name:
Venue Address:
Indoor / Outdoor:
Expected Guest Count:
Number of Children:

3. Style of Service

☐ Plated Dinner
☐ Buffet
☐ Family Style
☐ Cocktail Reception / Passed Hors d'Oeuvres
☐ Food Stations
☐ Other:

4. Menu Preferences

Preferred Cuisine or Theme:
Specific Dishes or Ingredients You'd Like to Include:
Allergies / Dietary Restrictions:
Dessert Preference:

5. Beverage Service

☐ Full Bar
☐ Beer & Wine Only
☐ Non-Alcoholic Beverages
☐ Client Providing Alcohol (Service Only)
☐ Bar Staff Requested: ☐ Yes ☐ No

6. Rentals & Setup

☐ Tables & Chairs
☐ Linens
☐ China & Flatware
☐ Glassware
☐ Tent or Outdoor Setup
☐ Centerpieces or Decor
☐ Staffing (servers, bartenders, attendants)

7. Budget & Expectations

Estimated Budget per Person:
Overall Catering Budget (if known):
Special Notes or Priorities:

8. How Did You Hear About Us?

☐ Referral
☐ Venue Recommendation
☐ Website
☐ Social Media
☐ Repeat Client
☐ Other:

9. Additional Comments

Thank you! A representative from Delicacy Catering will contact you shortly.

Office Hours: Mon–Fri 9:00 AM – 3:00 PM | Sat 9:00 AM – 12:00 Noon | Sun Closed
Email: info@delicacycatering.com | www.delicacycatering.com