**PARTY FOLLOW-UP FORM**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CLIENT NAME:** |  | | | | | | | | | |
| **PARTY MANAGER:** |  | | | **EVENT PLANNER:** |  | | | | | |
|  | | | | | | | | | | |
| Actual guest count: | |  | | Actual Breakdown: | | |  | | | |
| Adequate food display? | | | | | | Yes | |  | No |  |
| Adequate equipment? | | | | | | Yes | |  | No |  |
| Adequate serving pieces? | | | | | | Yes | |  | No |  |
| Adequate staff? | | | | | | Yes | |  | No |  |
| Were proper instructions given? | | | | | | Yes | |  | No |  |
| Did driver arrive on time? | | | | | | Yes | |  | No |  |
| Were there any incidents? | | | | | | Yes | |  | No |  |
| If yes, description of incidents: | | | | | | | | | | |
| Any rental shortages? | | | | | | Yes | |  | No |  |
| Any major breakage? | | | | | | Yes | |  | No |  |
| Any liquor shortages? | | | | | | Yes | |  | No |  |
| Was the party well-received? | | | | | | Yes | |  | No |  |
| Evaluation of new staff, if applicable: | | | | | | | | | | |
| **CHEF / KITCHEN MANAGER:** | | |  | | | | | | | |
| Were there any food shortages? | | | | | | Yes | |  | No |  |
| Were there any food overages? | | | | | | Yes | |  | No |  |
| What was left for the client? | | | | | | | | | | |
| What was sent back to the kitchen? | | | | | | | | | | |
| What was the overall quality of the food? | | | | | | | | | | |
| Additional Comments: | | | | | | | | | | |