**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: |