



*1. **TODAY'S DATE:** _____

2. **Salesman:** _____
(complete all numbered items while on phone)

Function Sheet

MEETING DATE/TIME: _____
LOCATION: _____
Action to take: _____

COMPUTER LISTING: (pending /Bfast/Lunch/Dinner/Hoover): _____

3. **NAME/P.O.C.** _____ 4. **BUSINESS NAME:** _____

5. **BILLING ADDRESS:** _____ NC
Street Address City Zip

6. **E-MAIL** _____ @ _____

7. **PHONE #** _____ Work/Cell/Home (circle one)
ALT PHONE # _____ Work/Cell/Home (circle one)

8. **FUNCTION DATE:** _____ 9. **DAY OF WEEK:** _____ 10. **GUEST COUNT:** _____

11. **FUNCTION PURPOSE:** _____

12. **LOCATION:** _____
(Venue Address: _____)

13. **TIMELINE:** Guests Arrive _____ / Function Ends _____

GENERAL NOTES

14. **TYPE FOOD WANTED:**

Bfast / Lunch / Dinner / Hoovers (circle one)

Drop Off / Behind Line / Full Service (circle any)

Notes:

Food Price Quoted:

15. **BEVERAGE NOTES:**

BAR? YES NO Notes:

Bar Price Quoted:

16. **How did you hear about us?**

Referred By: REPEAT or VIP
FRIEND/CLIENT: _____
PHONE BOOK: _____
WEB: _____
OTHER: _____

17. **POST PHONE CALL: Are they QUALIFIED?**

Over 1K or 25.00 per person? YES NO
Over 50 guests? YES NO
VIP or big business? YES NO

EVENT PLANNING NOTES: Date:

RENTALS:

DÉCOR:

BAND:

ICE:

FLORA:

KITCHEN AVAILABLE??

CLIENT NOTES:

BB NOTES:

ACTION CHEF/ BARTENDER / E.D / CHINA ??