

TIFFANY'S CATERING EVENT FORM

(315) 476-7630

<http://www.tiffanyscatering.com>

Today's Date _____

Name _____ If Business – Business Name _____

If Wedding – Partner's Names 1. _____ 2. _____

If not a partner – their relationship to partner - __daughter, __son, __other _____

One Partner's Phone # _____

Is separate letter needed to be sent to a partner? No Yes

If yes –address _____

Appropriate Contact Numbers:

Home Phone _____ Home Fax (opt) _____

Work (Day) Phone _____ Work Fax (opt) _____

Email (opt) _____ Cell (opt) _____

Mailing Address _____

Location of Job _____

Day and Date of Function _____ Number of People _____

Type of Function (**check all that apply**) – __Picnic, __Pig Roast, __Clambake,
__Wedding Reception, __Graduation, __Anniversary, __Birthday, __Reunion,
__House Party, __Business Luncheon, __Other _____

Serving Time – Food _____ Beverage _____

Price Range _____

Proposed Menu _____

Proposed Presentation Level (ie. disposables or china) _____

Additional Services? _____

How did you hear about Tiffanys? __Web Site, __Phone Book, __Friend, __Attended a
Function, __Other _____

Anything Else? _____

How To Return The Completed Event Form To Tiffany's Catering:

Option 1 – Please e-mail to **tiffanys@tiffanyscatering.com** . If you do not know how to send an e-mail attachment please follow these easy steps –

- 1) Open your e-mail program or web browser if you use web mail.
- 2) Put **tiffanys@tiffanyscatering.com** in the “send to” address area.
- 3) Put in subject line “Event Form”.
- 4) Click on picture of paper clip or “attach” button. It is usually around the area where you have the subject line or along button pictures.
- 5) Attach your completed Event Form by highlighting it and then clicking “open” button or “ok” button in the bottom right corner of the open window. This will attach the form into your e-mail message.
- 6) Click “send” button to e-mail the completed Event Form as an attachment.

Option 2 – Mail the completed Event Form to us. Our mailing address is –

Tiffany's Catering Company
101 Oak Street
Syracuse, NY 13203