My Catering Event Planner

NAME OF HOST	EVENT DATE	# OF PEOPLE

ADDRESS OF EVENT LOCATION

☐ CHECK HERE IF HOSTED AT SEROP'S CAFÉ

FOOD ITEM	SERVES EACH	COST EACH	QTY	TOTAL SERVES	TOTAL COST

NOTES/COMMENTS/SPECIAL REQUESTS

ESTIMATED SUBTOTAL	
ESTIMATED TAX (10%)	
ESTIMATED TOTAL	