

2026 EVENT INFORMATION SHEET

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Venue Name and Location:

Appetizer Selection if ordered:

Meal Choice:

Guest Count:

Adults: \_\_\_\_\_

Children: \_\_\_\_\_

Start time of wedding or event, and location of wedding:

Time \_\_\_\_\_

Location \_\_\_\_\_

Time reception starts: \_\_\_\_\_

Time you are scheduled to eat: \_\_\_\_\_

Do you need cake cutting service: \$35 per 100 guests. Includes plate, fork and napkin.

Yes \_\_\_\_\_

No \_\_\_\_\_

Do you need our left-over package? \$40

Yes \_\_\_\_\_

No \_\_\_\_\_

Do you require chafing units for buffet line? \$15 per unit

Yes \_\_\_\_\_

No \_\_\_\_\_

Are you having:

Paper products: Yes \_\_\_\_\_. No \_\_\_\_\_

Is Allie's Café supplying: .50 Cents per guest.

Yes \_\_\_\_ No \_\_\_\_\_

Real China: Yes \_\_\_\_ No \_\_\_\_\_

Is Allie's Café supplying: Yes, \_\_\_\_ No \_\_\_\_ \$9.95 per person

• China handling fee of \$200 added to invoice. Covers scraping, rinsing and repacking for rental companies.

Will you be providing your own linens?

Yes \_\_\_\_\_

No \_\_\_\_\_ Is Allie's Providing \_\_\_\_\_ \$21.95 per table .75 per napkin

If So, Napkin color \_\_\_\_\_ Table cover choice white or black

Will you have the buffet tables covered.

Yes \_\_\_\_\_

No. \_\_\_\_\_ If Allie's Covers table, charge is \$21.95 per table

Do you need staff: 20% Total Invoice

Yes \_\_\_\_\_

No \_\_\_\_\_

What time should staff arrive: \_\_\_\_\_

Is there a kitchen or staging area for staff to work?

Yes \_\_\_\_\_. No \_\_\_\_\_

Are there any stairs involved at the venue?

Yes \_\_\_\_\_. No \_\_\_\_\_

