



SPECIALTY EVENT PLANNING OVERVIEW

**Special Event being privately hosted*

Event Theme:

Hosted by:

Name

Address

Phone

Email

Party responsible for Payment: *(if other than Hosted Party)*

Name

Address

Phone

Email

Date/Time of Event:

Location:

***Number of guest (minimum of 12):**

**please note that once a guest count is established and agreed to this number will be the minimum in billed guest, we are able to add within the last days, but once a meal is planned and prepped we are unable to decrease the billing.*

Person(s) being celebrated (*if applicable, i.e. **Birth**day*)

A little about these special guests please:

Food Favorites:

Any Allergies:

Favorite Things or hobbies (this helps us set a theme and décor of event)
Such as Wine, Boating, Gardening, Cars, ect

Any Dislikes:

Type of event:

Specialty Cooking Class (***Hands on or Demo***): *We'll work with you to design a menu and class style to suit your guest's tastes and cooking abilities or a cooking demo with little hands on.*

Specialty Dinner

Lunch

Company Workshop

If any special request is considered, such as Champagne toast.... list here:
This must be discussed and agreed upon by Terri Bergman

Event mood, in what environment is your party most comfortable?
any details to share?

Formal

Cozy

Country

Intimate

Other

Further Details to be set by Event Consultant and Host:

Where (at agreed on location) will Dinner be served?

Dining Room – Kitchen – Piano area, other request (outside)

Insert Event/Menu course here:

(please review Event/Menu samples and select one to base event from)

We can specifically design a menu course based on request as time allows.

Music any special request or considerations (pianist – violinist - vocalist)

Kitchens Bounty will select an appropriate backdrop music based on the event, unless there are specific special request (favorite artist – ect

Signature Guest Event favors, gifts or bags are available to purchase.
Please discuss with our planner and they can review the selections available.

At time of agreement, this planning confirmation sheet will become the contract for services.

We require 50% down at time of confirmed date, and the balance is due at the completion of services (the afternoon/evening) of the event.

This agreement for _____ Guest to attend a Specialty Culinary Event is agree to between
_____ of the Kitchens

And

_____ of (business or person booking)

On the Date of _____

Number of guest will be _____ at _____

For a total of _____

50% down on reservation of this service was deposited on _____

Balance due ** _____

*We are happy to accept credit cards at the Kitchens Bounty.

The Kitchen's Bounty
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