

Sharon's Gourmet to Go
Catering Order Form

Thank you for choosing Sharon's to cater your special event! Please submit this form for catering and special events. Our Catering Coordinator will contact you to work out final details.

For a guest count of up to 100, we require your catering order three (3) weeks prior to your event date. If you are catering to over 100 guests, you should submit your order 6-8 weeks prior to the event date.

Please note: Submitting this electronic form does NOT confirm your event. You MUST confirm with a member of the catering staff to ensure your event is planned. We look forward to serving you!

Contact Information:

Name: _____

E-mail Address: _____

Telephone(s): _____

Best time to contact: _____

Event Information:

Event Date: _____ Event Start time: _____ am/pm Event End time: _____ am/pm

Event Address: _____ Alternate Location: _____

Name of Event (for billing): _____ Budget: \$ _____

Guest Count: _____

Type of Service (choose one):

Hot & Cold Buffet Cocktail or Dessert Reception Sit-down Plated Service (upcharge*)

Packaged for Pick-up Packaged for Delivery

Menu Items for the Party: _____

Special Requests / Instructions: _____

**Additional charges and extras include but are not limited to: chafing dishes, servers, liquor license, linens, tables and chairs.*