

Catering Proposal

Event Details

Event Date: _____
 Event Time: _____
 Event Location: _____
 Guest Count: _____

Contact Details

Contact Name: _____
 Contact Department: _____
 Contact Number: _____
 Purchasing Method: (check one) P-Card
 Purchase Order

Catering Style: Box Lunch Buffet Self-Service Table-Service

Set Up Details: _____

Portions Ordered

Cold Appetizers

_____ Potato Chips (2 oz per guest)
 _____ Pretzels (2 oz per guest)
 _____ Assorted Bag Chips (2 oz bags)
 _____ Mini Ham Biscuits (1" - 2 per guest)
 _____ Mixed Nuts (2 oz per guest)
 _____ Trail Mix (2 oz Individual Bags)
 _____ Chips & Salsa (8 Chips + Salsa)
 _____ Large Ham Biscuits (2" - 2 per guest)
 _____ Seasonal Fresh Fruit (6 oz per guest)
 _____ Assorted Cheese & Crackers (4 oz per guest)
 _____ Fresh Vegetable Tray w/ Ranch Dip (4 oz per guest)
 _____ Pita Chips w/ Hummus Dip (6 Chips + Dip)
 _____ Tea Sandwiches (2 per guest)
 _____ Pinwheel Sandwiches (1 per guest)
 _____ Antipasto Skewers (1 per guest)
 _____ Other _____

Hot Appetizers

_____ Corn Dog Nuggets (3 per guest)
 _____ Beef Franks in Pastry Blanket (3 per guest)
 _____ Mozzarella Sticks (2 per guest)
 _____ Hot Wings w/ Celery (3 per guest)
 _____ Roasted Red Pepper Dip w/ Pita Chips (6 Chips + Dip)
 _____ Spinach & Artichoke Dip w/ Pita Chips (6 Chips + Dip)
 _____ Sausage Dip w/ Pita Chips (6 Chips + Dip)
 _____ BBQ Meatballs (3 per guest)
 _____ Teriyaki Meatballs (3 per guest)
 _____ Mini Chicken Cordon Bleu (2 per guest)
 _____ Chicken Tenders (2 per guest)
 _____ Spanakopita (2 per guest)
 _____ Vegetable Egg Rolls (2 per guest)
 _____ Mini Crab Cakes (2 per guest)
 _____ Shrimp Dip w/ Pita Chips (6 Chips + Dip)
 _____ Honey Drizzled Drummettes (2 per guest)
 _____ Mini Deep Dish Sausage Pizza (2 per guest)
 _____ Bacon Wrapped Scallops (2 per guest)
 _____ Other _____

Breakfast

_____ Assorted Danishes (2 per guest)
 _____ Mini Muffins (2 per guest)
 _____ Regular Muffins (1 per guest)
 _____ Large Muffins (1 per guest)
 _____ Pancakes w/ Syrup (3 per guest)
 _____ Egg & Cheese Casserole (4 oz per guest)
 _____ Breakfast Potatoes (4 oz per guest)
 _____ Bacon (3 strips per guest)

Portions Ordered

Desserts

_____ Brownies (2 per guest)
 _____ Assorted Cookies (2 per guest)
 _____ Rice Krispy Squares (2 per guest)
 _____ Lemon Bars (2 per guest)
 _____ Cream Puffs (4 per guest)
 _____ Assorted Donuts (2 per guest)
 _____ Assorted Danishes (2 per guest)
 _____ Sweet Street Dessert Bars (2 per guest)
 _____ Chocolate Mousse in Chocolate Cups (1 per guest)
 _____ Petite Eclairs (2 per guest)
 _____ Truffles (2 per guest)
 _____ Other _____

Beverages

_____ Ice Water (16 cups/gal)
 _____ Fruit and Floral Infused Water (16 cups/gal)
 _____ Fruit Punch (16 cups/gal)
 _____ Lemonade (16 cups/gal)
 _____ Orange Juice (16 cups/gal)
 _____ Apple Juice (16 cups/gal)
 _____ Cranberry Juice (16 cups/gal)
 _____ Sweet Tea (16 cups/gal)
 _____ Unsweetened Tea (16 cups/gal)
 _____ Gatorade (16 cups/gal)
 _____ Chilled Sparkling Cider (16 cups/gal)
 _____ Hot Tea (16 cups/gal)
 _____ Hot Chocolate (16 cups/gal)
 _____ Regular Coffee (16 cups/gal)
 _____ Decaf Coffee (16 cups/gal)
 _____ Apple Cider (16 cups/gal)
 _____ Assorted Canned Sodas (12 oz Pepsi Products)
 _____ Bottled Water (16.9 oz)
 _____ Bottled Apple, Cranberry or Orange Juice (10 oz)
 _____ Gatorade (Yellow, Red, Blue or Orange) (20 oz)
 _____ Other _____

Side Salads

_____ Potato Salad (4 oz per guest)
 _____ Pasta Salad (4 oz per guest)
 _____ Macaroni Salad (4 oz per guest)
 _____ Cole Slaw (4 oz per guest)
 _____ Spring Mix Salad (4 oz per guest)
 _____ Caesar Salad (4 oz per guest)
 _____ Caprese Salad (4 oz per guest)
 _____ Italian Antipasto Salad (4 oz per guest)
 _____ Oriental Chicken Salad (6 oz per guest)
 _____ Grilled Chicken Caesar (6 oz per guest)

Portions Ordered

Breakfast (continued)

- _____ Sausage (2 links/patties per guest)
- _____ Biscuits (1.5 per guest)
- _____ Granola Bars (1 per guest)
- _____ Trail Mix (1 per guest)
- _____ Fresh Fruit (4 oz per guest)
- _____ Yogurt Cups (4 oz per guest)
- _____ Omelet Station (Recommended 1 per 25-30 guests)
- _____ Carving Station [Ham or Turkey] (4 oz per guest)
- _____ Banana Nut Bread (3 oz per guest)
- _____ Muffins (2 per guest)
- _____ English Scones (1.5 per guest)
- _____ Mini Ham Biscuits (1" Biscuits - 2 per guest)
- _____ Large Ham Biscuits (2" Biscuits - 2 per guest)
- _____ Other _____
- _____ Other _____

Entrees

- _____ Pulled Pork BBQ (4 oz per guest)
- _____ Grilled Chicken Breasts (1.5 - 5 oz breasts per guest,
- _____ Cheese Ravioli (4 oz per guest)
- _____ Hamburgers & Hot Dogs (1 hamburger, 1 hot dog p
- _____ Taco Bar (3 Hard/Soft Tacos per guest)
- _____ Meat Lasagna (4 oz per guest)
- _____ Vegetarian Lasagna (4 oz per guest)
- _____ White Chicken Lasagna (4 oz per guest)
- _____ Chicken Parmesan (4 oz per guest)
- _____ Chicken Alfredo (4 oz per guest)
- _____ Pit Ham (4 oz per guest)
- _____ Roasted Turkey Breast (4 oz per guest)
- _____ Pork Chops (4 oz per guest)
- _____ Chicken & Steak Fajita Bar (4 oz per guest)
- _____ Fried Chicken (1 dark - 1 white piece per guest
- _____ Chicken Cordon Bleu (7 oz per guest)
- _____ Beef Pot Roast (4 oz per guest)
- _____ Stuffed Pork Chops (4 oz per guest)
- _____ Stuffed Chicken Breast (4 oz per guest)
- _____ Signature Chicken (6 oz per guest)
- _____ Beef Tips (4 oz per guest)
- _____ Pork Tenderloin (4 oz per guest)
- _____ Roast Beef (4 oz per guest)
- _____ Egg Plant Parmesan (4 oz per guest)
- _____ Jumbo Crab Cake (4 oz per guest)
- _____ Ribeye Steak (8 oz per guest)
- _____ Prime Rib (6 oz per guest)
- _____ Shrimp Alfredo (4 oz per guest)
- _____ Beef Tenderloin (6 oz per guest)
- _____ Grilled Salmon (6 oz per guest)
- _____ Other _____
- _____ Other _____

Services & Equipment

- _____ Table Linen
- _____ Buffet Linen
- _____ Linen Napkins
- _____ Serving Equipment
- _____ Buffet Attendants
- _____ Pre-Set Items
- _____ Foam Dinnerware
- _____ Clear Plastic Dinnerware
- _____ China Dinnerware
- _____ Fresh Floral Centerpieces

Portions Ordered

Side of Soup

- _____ Vegetable (4 oz per guest)
- _____ Chicken Noodle (4 oz per guest)
- _____ Turkey Noodle (4 oz per guest)
- _____ Minestrone (4 oz per guest)
- _____ Cream of Broccoli (4 oz per guest)
- _____ Cream of Spinach (4 oz per guest)
- _____ Cream of Chicken (4 oz per guest)
- _____ Cream of Mushroom (4 oz per guest)
- _____ Potato Cheese (4 oz per guest)
- _____ Tomato Bisque (4 oz per guest)
- _____ French Onion (4 oz per guest)
- _____ Chili (4 oz per guest)
- _____ Vegetarian Chili (4 oz per guest)
- _____ Other _____

Vegetable Sides

- _____ Asparagus (4 oz per guest)
- _____ Broccoli (4 oz per guest)
- _____ California Medley (4 oz per guest)
- _____ Carrots (4 oz per guest)
- _____ Cauliflower (4 oz per guest)
- _____ Corn (4 oz per guest)
- _____ Corn on the Cob (One 5" Cob)
- _____ Green Beans (4 oz per guest)
- _____ Southern Style Beans (4 oz per guest)
- _____ Stir Fry Vegetables (4 oz per guest)
- _____ Peas (4 oz per guest)
- _____ Peas & Pearl Onions (4 oz per guest)
- _____ Peas & Carrots (4 oz per guest)
- _____ Squash (4 oz per guest)
- _____ Yellow Squash & Onion (4 oz per guest)

Starch Sides

- _____ Steamed White Rice (4 oz per guest)
- _____ Spanish Rice (4 oz per guest)
- _____ Wild Rice (4 oz per guest)
- _____ Macaroni & Cheese (4 oz per guest)
- _____ Orzo Pasta (4 oz per guest)
- _____ Mashed Potatoes (4 oz per guest)
- _____ Au Gratin Potatoes (4 oz per guest)
- _____ Mashed Sweet Potatoes (4 oz per guest)
- _____ Fried Rice (4 oz per guest)
- _____ Baked Beans (4 oz per guest)
- _____ Pinto Beans (4 oz per guest)
- _____ Baked Ziti (4 oz per guest)
- _____ Twice Baked Potatoes (4 oz per guest)
- _____ Roasted Red Potatoes (4 oz per guest)
- _____ Other _____
- _____ Other _____

Special Requests

- _____ Other _____
- _____ Other _____