Catering Services at Wheelock College
Function Specification Sheet

Event Name: _____ Date of Event: _____

Client Name: _____ Type of Event: _____

Client Phone: _____ Number of Guests: _____

Client Fax Email: _____ Time of Set up by: _____

Start time: _____

Account #: _____ End time: _____

_____ Location of event: _____

Item	Quantity	Price	Cost
	Total		

Special Notes (linen, waiters, center pieces)

There will be a $15 delivery charge for any event less than $50			