



PREMIER CATERING

1906 Ward Ave.
La Crosse, WI 54601
(608) 782-0886

1/21/2014
11:27 AM

Catering Checklist

Event Date:	Location:
Account:	Phone:
Contact:	Email:
Event Type:	Ceremony Time
Set-Up Time:	Guest Count
Dine Time:	Table Count

Menu Selections Menu Price (per Guest)

Items	Description	Quantity	Notes
Plates - Appetizers	Real Disposable		
Forks - Appetizers	Real Disposable		
Plates - Dinner	Real Disposable		
Forks - Dinner	Real Disposable		
Knives - Dinner	Real Disposable		
Spoons - Dinner	Real Disposable		
Plates - Dessert	Real Disposable		
Forks - Dessert	Real Disposable		
Napkins	Linen Disposable		
Table Clothes	Linen Disposable		
Drink Dispensers			
	Pitchers Crafts		
Drink ware	Real Disposable		
Coffee	Regular Decaf		
Coffee Cups	Real Disposable		
Salt & Pepper Shakers	Glass Plastic		

Client Signature : _____ Date: _____

*Non-Refundable deposit is required. *Full Payment is due on or before the date of event
*Prices are subject for 5.5% sales tax and 18% service charge.