

# LARGE PARTY INQUIRY

**EVENT DATE:** \_\_\_\_\_ **TODAYS DATE:** \_\_\_\_\_

**NEW INQUIRY**

**EXISTING BOOKING**

**NAME:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**# OF PPL:** \_\_\_\_\_

**TIME OF EVENT:** \_\_\_\_\_

**LUNCH** \_\_\_\_\_

**DINNER** \_\_\_\_\_

**MAIN DINING ROOM** \_\_\_\_\_

**PRIVATE ROOM** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**MESSAGE**

**FOR OFFICE USE ONLY**

TASK	DATE COMPLETED	INITIALS
Initial Phone Call		
Initial Email		
Follow up		
Contract Package Sent		
Contract Secured		
Deposit		
Opentable		
Final Menu/Questionnaire Rcvd		
BEO		
Menu for Table Complete		