CATERWOO / FREE OPERATING TOOL

Customer event brief

Record the hospitality details that do not fit on a food ticket.

PRINT + USE

1 Event overview

CUSTOMER / ORGANISATION

ON-SITE CONTACT

DATE

SERVICE TIME

GUEST COUNT

2 Service style

- ☐ Drop-off
- ☐ Pickup
- ☐ Buffet
- ☐ Individually packed
- ☐ Setup
- ☐ Staffed service

3 Venue and timing

ADDRESS, LOADING ACCESS AND PARKING

ARRIVAL WINDOW

SETUP COMPLETE

SERVICE ENDS

4 Guest experience

DIETARY REQUIREMENTS

EQUIPMENT / RENTALS

PRESENTATION, SIGNAGE AND SPECIAL REQUESTS

APPROVED BY CUSTOMER

APPROVED DATE