

MICHAEL'S

Party Order Sheet:

Name of Party:

Date of Party:

Address:

Telephone:

Fax:

Cell:

Number of Guests:

Time:

Billing Instructions:

Room Location:

Hors d'oeuvre Selections:

Menu Selections:

First Course:

Second Course:

Main Course:

Children's Meals/Band Meals:

Dessert:

Cookies or cheese plates for the table:

PRICE PER PERSON:

Beverages:

Flat and Sparkling Waters at the Table?

Tap Water?

Bar Service:

Full bar?

Limited Bar?

Wine Selections:

White Wine _____

Red Wine _____

Champagne _____

Espresso and Cappuccino ?

Offer After Dinner Drinks?

Long Linen and Chair Covers ?

Flower Centerpiece(s)?

Special Décor ?

Hosted Valet ? \$5.50 per car

Group Rate - TBD on car count

Audio Visual Equipment ?

Printed Menus ? (i.e. "Happy Birthday Susan" with Day & Date)

Table set-up? Rectangular or Rounds?

Any other comments or requests?

TO DO: