

Does your location have a kitchen or running water?	
TIMES AND SPECIFICS	
What is the time of your event?	
What type of food are you serving?	
Will the rental facility serve food?	
Do you want to provide the food?	
Will you cater the food?	
Will the caterer deliver?	
Will you make the food yourself?	
Who will be making the food?	
Do you expect bridesmaids and attendants to prepare food?	
How will they deliver the food?	
Will you need to provide matching platters?	
FACILITY AND RENTAL EQUIPMENT	
Are you renting table settings?	
Do you need to provide table settings?	
Quantity of Plates	
Quantity of Dessert Plates	
Quantity of Napkins	
Quantity of Cups	
Quantity of Tea Cups	
Quantity of Coffee Cups	
Quantity of Glasses	
Quantity of Plastic Cups	
Quantity of Silverware	
Quantity of Ice Bags	
FACILITY DETAILS	
Are there electrical outlets?	
Are coffee pots included?	
Do you need to bring tea pots?	
Do you need to bring drink containers?	
Do you want drinks served buffet style or drinks served at the table?	
Do you need handicap accessibility?	
Do you want the food to be presented buffet or served at the table?	
Tea Food	

What type of scones?	
Quantity of Scones?	
What type of tea sandwiches?	
Quantity of tea sandwiches?	
What types of tea flavors?	
Quantity of tea flavors?	
Are you serving hot or cold tea?	
Do you want traditional tea or modern tea?	
What type of petite fours do you want to serve?	
Quantity of petite fours?	
Will you add a soup to your tea?	