



Catering Questionnaire

Thank you for considering Esencias Panamenas, Inc. to cater your event.

So that we may better assist you and provide you with an estimate, please complete the questionnaire below and email your completed questionnaire to info@esenciaspanamenas.com.

Please answer ALL questions (enter "N/A" if question is not applicable)

Please tell us about your event

Contact Name: Telephone:

Event Type: If Other:

Event Date: Start Time: End Time:

Expected Number of Guests: Event Budget:

Next, we need a little bit of info about your event location

Event Address:

Does the venue require a copy of our business license and/or liquor license?*

- Yes (business license) Yes (liquor license) Neither I'm not sure

Does the venue require to be added to Esencias Panamenas' Certificate Of Insurance (COI)?*

- Yes No I'm not sure

Does the venue have a kitchen?*

- Yes, it has a full kitchen (with a regular oven)
- Yes, it has a finishing / warming kitchen (e.g., has a warming oven or similar rather than a full/regular oven)
- No
- I'm not sure, but will check with the venue and let you know

Does the venue have a loading dock?*

- Yes, there is a loading dock and an elevator
- No, there is no loading dock. You will need to bring food through the front/guest entrance
- I'm not sure, but will check with the venue and let you know

Does the venue offer parking for the caterer's truck or is paid parking required?*

- Free parking
- Paid parking is required
- I'm not sure, but will check with the venue and let you know

Would you need Esencias Panamenas to clean the venue?*

- Yes, sweeping, mopping, & vacuuming floors/steps/elevator, and trash collection
- Yes, trash collected must be removed from premise
- I'm not sure, but will check with the venue and let you know

Anything else we should know about the venue (e.g. caterer must sign venue contract)?

Can you tell us a bit about your event set-up?

Type of Catering:*

- Delivery Only Delivery & Setup Full Service Catering

Arrival/Delivery Time*:

What type of materials will you need? Choose all that apply*:

- High-quality disposable eatware (plastic or bamboo plates, utensils, cups, plates, and paper napkins)
- Disposable chaffing dish buffet sets (chaffing rack, water pan, heating fuels, and serving utensils)
- Disposable tablecloths for food table
- Full Service Only:** Non-disposable dinnerware (3-piece white China place setting, glassware, silverware, and cloth napkin)
- Full Service Only:** Tablecloths for guest tables and/or table covers for cocktail high tables
- Full Service Only:** Chair covers for guest chairs
- I do not need any materials

FULL-SERVICE CATERING ONLY:

What style of food service would you like*?

- Server-Passed
- Stationary Buffet
- Combination

FULL-SERVICE CATERING ONLY:

Are you in need of bartenders*?

- Yes No I'm not sure

Last section, we promise! We just have a few questions about your menu.

Which menu are you interested in?

To view our available preset menus, please go to: <https://esenciaspanamenas.com/catering/>

Buffet Menus:

- All Hors D'oeuvres
- Taco Bar
- Light Lunch
- A Night In Panama

Seated Menus:

- Panamanian Plato Tipico
- Panamanian Delight
- DC Elegance
- Caribbean Bliss
- Southern Charm

- None of the above, I would like a Custom Menu

Complete This Section ONLY if you selected CUSTOM MENU:

What appetizers are you interested in?

(refer to the listing under "hors d'oeuvres")

What proteins would you like to have?

(e.g., beef, chicken, fish, plant based)

What side dishes would you like to have?

(e.g. rice, pasta, potatoes, salad, sweet plantains, veggies)

What drinks would you like?

(e.g., mocktails, iced tea, wine)

What desserts would you like?

(e.g., cakes, cupcakes, tarts, fruits)

Complete This Section ONLY if you are interested in FULL-SERVICE catering:

Will there be a cake at this event?*

Yes No

If YES: Will the cake be provided by a Third Party Vendor or by Esencias Panamenas?*

Third Party Vendor Esencias Panamenas

If YES: Would you need Esencias Panamenas to cut and serve the cake*?

Yes No

Complete This Section ONLY if you would like Esencias Panamenas to make the cake:

Type of cake?

Regular Gluten-Free Vegan

Number of Tiers:

Tier Flavor:

Type of cake icing?

Glace icing Royal icing Frosting/Buttercream

Any final comments?