



# Catering Questionnaire

Thank you for your interest in Esencias Panamenas, Inc.

**Please note:** Completion of this questionnaire is required in order to receive a customized catering estimate. It allows us to thoughtfully review your event details and ensures your proposal is accurate from the start.

Please complete the questionnaire using the fillable PDF and submit the completed form to [info@esenciaspanamenas.com](mailto:info@esenciaspanamenas.com) once all sections applicable to your event are completed.

To ensure accuracy, all questions must be answered. If a question does not apply, please enter "N/A."

## *Please tell us about your event*

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Contact Name:

Telephone:

Event Type:

If Other:

Event Date:

Start Time:

End Time:

Expected Number of Guests:

Event Budget

(required for menu recommendations):

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

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**Event Address:**

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

- Yes (business license)    Yes (liquor license)    Neither    Unsure

**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 standard oven)  
 Yes, it has a finishing / warming kitchen only (e.g., has a warming oven or similar)  
 No kitchen  
 Unsure, 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  
 Unsure, 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 required  
 Unsure, but will check with the venue and let you know

**Would you need Esencias Panamenas to clean the venue?\***

- Yes, full cleanup required (sweeping, vacuuming, mopping, trash collection, etc.)  
 Yes, trash collected must be removed from premise  
 Unsure, 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?***

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**Type of Catering:\***

- Delivery Only     Delivery & Setup     Full Service Catering

**Arrival/Delivery Time\*:**

**Materials Needed (select 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 require 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     Unsure

***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)

**Tasting Required (at a fee)?\***

Yes     No

If YES: number of participants \_\_\_\_\_ \*

If YES: item(s) to taste?

**Please note: Your estimate is based on the details provided in this questionnaire. Any significant changes to your event requirements may necessitate an updated proposal to ensure accuracy.**

**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

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:

Tiers Flavors:

Icing Type:

Glace icing       Royal icing       Buttercream

Any additional details or special requests?