

Function Questionnaire

Name -

Organisation -

Position in Organisation -

Address -

Telephone/Fax Number -

e-mail address -

Date of function -

Place -

Time -

Type of function :-

(dinner or banquet, dinner dance, buffet

reception, civic reception, cocktail party,

afternoon tea, other - please specify)

Catering Manager -

Reception organiser's name -

What type of meal -
(silver service/buffet, etc.)

What time (approximately)
will meal commence -

How many guests expected -

Is a receiving line required? ** YES / NO

Would you like Grace to be said? ** YES / NO

If yes, by whom? -

Would you like the Loyal Toast? ** YES / NO

If yes, by whom? -

[Usually said by the President/Chairman]

**** please delete as applicable in all cases**

SPEECHES AND TOASTS

Who will be making speeches and / or toasts?

To -
Response by -
To -
Response by -
To -
Response by -
To -
Response by -
To -
Response by -

Please be kind enough to arrange for a small table for the Toastmaster, next to the top table.

Please give first and surnames of the following:-
(please print)

PRESIDENT / CHAIRMAN

PRESIDENT / CHAIRMAN'S PARTNER
(if appropriate)

Other VIP's attending, i.e. other officers of
your organisation; visiting dignitaries;
speakers.
.....

OFFICIAL PHOTOGRAPHER (if any)

OFFICIAL VIDEO CAMERA OPERATOR (if any)

I confirm that the above details are correct, but may be changed by me and, where possible, the Toastmaster will be advised of those changes.

I agree to engage as Toastmaster for the above event at the agreed fee of £50.00
Please return this questionnaire within 21 days of receipt, together with your deposit of £50.00, in order to secure booking.

Signed

Date