



# IPSWICH CLAMBAKE FINAL COUNT FORM

*Innovative picnics...Stellar events*

To assist us in planning for your event, please FAX or E-MAIL this form to us at least 10 days prior to your event. **THANK YOU!**

Event Date: \_\_\_\_\_

Name of Company or Group: \_\_\_\_\_

Contact Person (Day of Event): \_\_\_\_\_

Phone Number (Day of Event): \_\_\_\_\_

Meal Serve Time: \_\_\_\_\_

Serve Type: Expedited (ASAP) Standard (1.5 Hrs.) Extended\* (1.75+Hrs.)

\*Extended Serve Times are subject to additional fees of \$25 per 1/2 hour/per server)

Adult Menu Choice: \_\_\_\_\_

\_\_\_\_\_ Quantity of Adult Menu Meals

\_\_\_\_\_ Quantity of Children's Menu Meals

\_\_\_\_\_ Quantity of Vegetarian Menu Meals

Please give an exact count\* of Lobsters, Steaks & Chickens for the **New England Menu Only:**

\_\_\_\_\_ Lobsters \_\_\_\_\_ Steaks \_\_\_\_\_ Chickens

Beverage Choice: Lemonade Iced Tea

Plastic Table Coverings: \_\_\_\_\_

No Charge (Quantity) (Color) (Shape)

Linen Table Coverings: \_\_\_\_\_

Additional Fee (Quantity) (Color/Pattern) (Size)

Please Include the China Package w/Table Service

If there are any Menu Revisions, Additions or Substitutions, please confirm all details with the Functions Coordinator by phone or email before returning this form. (email: ipswichclambake@verizon.net)

Please include any SPECIAL CONCERNS on the back of this form.

**WE LOOK FORWARD TO SERVING YOU!**

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[www.IPSWICHCLAMBAKE.com](http://www.IPSWICHCLAMBAKE.com)

## OFFICE USE ONLY:

Departure Time: \_\_\_\_\_

Estimated Travel: \_\_\_\_\_

## EVENT DETAILS:

SET-UP: \_\_\_\_\_

CEREMONY (Quiet): \_\_\_\_\_

COCKTAIL RECEPTION: \_\_\_\_\_

1<sup>st</sup> Dance: \_\_\_\_\_

Cake Ceremony: \_\_\_\_\_

MEAL SERVE:

Dessert: \_\_\_\_\_

Reception End Time: \_\_\_\_\_

CLEAN-UP: \_\_\_\_\_

## LINENS, ETC.

Napkin color(s): \_\_\_\_\_

Banquet Tablecloths: \_\_\_\_\_

Guest Tablecloths: \_\_\_\_\_

\_\_\_\_\_ Buckets for Tables: White / Galvanized

\_\_\_\_\_ Centerpieces / Candles for Tables