



Client Assessment Form



**Client Assessment Form
For Preferences and Requirements**

Thank you for choosing Chef Marlon Angelo, a premier personal chef service, to create **THE PERFECT IN-HOME EVENT** for you. Spectacular presentation, elegant selection and delicious food are the base from which each event is planned and executed for service in your beautiful home.

No two catered events are the same. The hallmark of our service is menu and event customization. Each event and menu is created especially for you so that it reflects the tastes of you and your guests. Your very own personal chef will be at your beck and call to provide you with your every culinary wish and desire and make your event as special as you imagine!

Because each event is customized especially for each client, we have created this Client Assessment Form to easily obtain important information we use to create your custom menu and quote. We will ask you questions about your event, personal food likes and dislikes, and your kitchen. Please remember that we are an in-home personal chef service and there must be an adequate kitchen available for food preparation.

You may find this questionnaire to be a bit lengthy and some of the questions may not pertain to your type of event; however, the more we know about your event the more we can accommodate your needs. We will work with you to ensure this event reflects your own taste and personal touches. Our goal is to relieve you of the many details that go along with hosting a successful party so that you, as well as your guests, can thoroughly enjoy this special event.

PLEASE DO NOT HESITATE TO CONTACT US WITH ANY QUESTIONS OR CONCERNS ABOUT THIS FORM OR OUR SERVICES.

Sincerely,

Marlon Angelo Jackson, CC
Chef/Owner
740.314.0108
www.chefmarlonangelo.com
chef@chefmarlonangelo.com



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CONTACT INFORMATION

Use this area to provide your contact details.

Today's Date: _____

Primary Contact Name(s): _____

Primary Contact Phone #(s): _____

Primary Contact Email(s): _____

Your Event Planner Name, Contact Phone #, and Email: _____

How did you find out about our services? (Circle all that apply)

Referral – Who referred you?	CMA website	APPCA website	Flyer	Business Card	Brochure	Yellow Pages
Facebook	Twitter	YouTube				

EVENT INFORMATION

Use this area to provide helpful general details about your event.

What type of event are you planning? (Meeting, banquet, seminar, wedding, fundraiser, holiday party, cocktail party, birthday party, graduation, BBQ, etc.): _____

Event Title (if any): _____

Is this a Family, Social, or Corporate event?: _____

Do you have a particular theme and/or color scheme for your event?: _____

Circle the style(s) which describes you or your event best? (Circle all that apply):

Casual	Semiformal	Simple	Chic	Sophisticated	Formal	Modern
Natural	Glamorous	Urban	Eclectic	Romantic	Bohemian	Classic
Rustic	Feminine	Masculine	Floral	Traditional	Regal	Other:



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What is the location/address of the event?: _____

Will your event be inside, outside, or both? (If both, which parts will be held inside and which parts will be held outside): _____

If the event is to be inside, is/are:

Catering area(s) for buffet, serving equipment, etc. placement available? _____

Water available? _____

Electricity available? _____

Seating (Table and Benches/Chairs)?

Stairs or other obstacles to navigate?

If the event is to be outside, is/are:

Catering area(s) for buffet, serving equipment, etc. placement available? _____

Water available? _____

Electricity available? _____

Seating (Table and Benches/Chairs) available? _____

Covered/Sheltered Area(s) available? _____

Uncovered Area(s) available? _____

Stairs or other obstacles to navigate? _____

What is the expected date of your event? (If a date has not yet be determined or your event will be on multiple dates, please indicate more details here): _____

Approximately, what times will your event begin and end?: _____

Approximately, how many guests will be attending?: _____ MIN _____ MAX

What is your final head count date?: _____

Is there a guest(s) of honor? (Birthday girl/boy, graduate, bride/groom-to-be, etc.): _____ What is their name(s)?: _____

Is this an all-girl or all-boy event?: _____



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If you are planning a wedding reception, how many are in the bridal party? _____

How many of these guests will be children and what is their age range? _____

What is your price range/budget?: _____

SERVICES INFORMATION

Use this area to describe the Personal Chef Services you are seeking for your event.

Please provide details regarding your desired service needs. (Plated, buffet, hors d'oeuvres party, 5 courses, etc.): _____

Will you require any décor or table settings? If, yes please describe the setting you envision. If no, please describe the setting or theme you are planning to create for your event so we may coordinate.: _____

Will you require dinner, glass and silverware? If so, will you require china and crystal or would you like high-quality disposables? If not, please describe what you have available for use so we may coordinate.: _____

Will you need party favors for your guests?: ____ To go boxes?: ____

Will you need help with any rentals or bookings? If so, what type of rentals will you need? Please describe any special shapes, colors and other aspects of the rentals you would like. (Tents, tables, chairs, arches, flowers, lighting, dance floors, DJ, entertainment, celebrity guests, photographer, videographer, etc.): _____

What other vendors do you already have?: _____



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What are their rental drop off and pick up times?: _____

Will you need design and/or printing services? (menus, place cards, flyers, tickets, invitations, etc.): ____ If so, describe the services you need.: _____

Will you require staff for hors d’oeuvres or cocktail service? (Passed hors d’oeuvres, cocktails, wine, or beverages): ____

Are there any other staffing needs you may need such as attendants or greeters?:

How would you like the staff to be dressed? (Aprons, Bow ties, Cummerbunds, etc.):

What type of clean up service does your event require? What you choose will determine how we staff the event. (Circle one set up type and one clean up type)

Set Up Types:	Clean Up Types:
Full Set Up (opening tables and chairs, setting linens, assistance with decoration, etc)	Full Clean Up (staff would stay until the very end of your event to completely strip the space)
Minimal Set up (you have set all the tables as you want them, we come address last minute set up right before the event)	Basic Clean up (we continue to clear and clean throughout the event until all kitchen related work is complete. At this point, we leave the space at a basic level of order without being dismantled)

If you would like us to set up, what type of layout do you envision?: _____

If you would like us to set up, is space required for a program or entertainment?: ____

Use this area to indicate any other specific details regarding the miscellaneous services



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and/or items you may need for your event.: _____

MENU INFORMATION

This area will be used to help us build your custom food and beverage menu.

Food

Please provide details regarding your desired meal type, specific food needs or any proposed menu you may have. (Casual or fine dining, multiple courses, hors d'oeuvres party, etc.): _____

Do you expect your guests to pre-order? (Pre-orders may be required on events with more than one entrée selection.): _____

Does anyone have any known food allergies or sensitivities, medical conditions or situations that need to be addressed? (IE: Ingredients such as wheat/gluten, specific foods such as nuts and shellfish, Crohn's disease, pregnancy, thyroid, diabetic, hypo/hyperglycemic, high cholesterol, lactose intolerant, low carb, vegan, etc.). If yes, please specify person's name, situation type, and list of foods that must be avoided.:

Please circle the services and/or items you will require for your event: (Circle all that apply):

Hors d'oeuvres Butler Service	Martini Spud Bar	Wedding or other cake	Chocolate Fountain	Dessert Buffet
Ice Cream Bar	Other:			

Please circle your desired portion size for the food at your event:

Hors d'oeuvres	Small Plates (5 or more courses)	Entrée
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What cuisines do you enjoy?:



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Mexican	Thai/Asian	French	Italian	Indian	Mediterranean	Greek	Cajun
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Please circle your desired spice index of foods.:

Extra Mild	Mild	Mild-Medium	Medium	Hot	Lasar	Incredibly Painful
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Do you have any dishes, foods, or ingredients that you absolutely love?: _____

Are there any flavors, textures, or particular foods you just plain dislike?: (IE, curry, peanut oil, liver/gizzards, squishy foods such as squid, slimy foods such as okra, etc.)

Are you interested in trying dishes you have never had before?: _____

What are some of your favorite restaurants?: _____

What are some of your favorite desserts?: _____

May we cook with wine and/or liquors?: _____

Do you enjoy soups, chilies, or stews?: _____ List your favorites: _____

Do you enjoy salads as a main dish? _____ Do you like to eat salads (tossed, pasta salads, etc.) as a side dish? _____ List your favorites: _____

Do you enjoy breads or rolls with your meals? _____ List favorite types: _____



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Please circle all cheeses enjoyed:

American	Asadero	Asiago	Blue	Brie	Camembert	Cheddar (mild, medium or sharp)
Colby-Jack	Cotija	Cottage	Edam	Feta	Fontina	Gorgonzola
Gouda	Gruyere	Jarlsberg	Monterrey Jack (regular or peppered)	Mozzarella	Muenster	Oaxaca
Panela	Parmesan	Provolone	Ricotta	Romano	Queso Blanco	Queso Fresco
Queso Quesadilla	Swiss (baby or big eye)					

Which of the following do you enjoy? (Circle all that apply):

Poultry	Beef	Pork	Lamb	Veal	Fish	Shellfish
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Please circle how you prefer your red meat cooked:

Rare	Medium-Rare	Medium Done	Well-Done
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Please circle all types of red meat preferred:

Roasts	Shanks	Chops	Steaks	Ribs	Ground	Cheeks
Liver	Tongue	Tripe	Cubed	Bone-In	Boneless	

Please circle all types of poultry preferred:

Chicken	Turkey	Duck	Cornish- Hen	Quail	Goose	Pheasant
Roaster Hen	Other:					

Please circle your preference:

White	Dark	Both	Whole Bird	Ground	Skin- Bone- In	Skinless/Bone- In
Skinless/Boneless	Hearts	Liver	Gizzards	Other:		

Please circle types of shellfish preferred:

Shrimp	Scallops	Mussels	Oysters	Crab	Lobster	Crawfish
Clams	Prawns	Snails	Squid	Octopus	Other:	



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Please circle types of fish preferred:

Salmon	Tuna	Orange-Roughy	Cod	Shark	Sea Bass	Halibut
Pollock	Haddock	Flounder	Grouper	Snapper	Sword	Bass
Redfish	Flounder	MahiMahi	Mako	Monk	Sole	Skate
Ahi	Sturgeon	Speckled Trout	Sea Trout	King Fish	Rock Fish	Perch
Rainbow Trout	Trout	Catfish	Tilapia	Basa	Walleye	Pike
Whitefish	Sun Fish	Other:				

Do you enjoy roe or caviar?: _____ List your favorites: _____

Do you eat raw fish dishes such as sushi, ceviche, etc? _____ List your favorites: _____

Do you enjoy any game or specialty meats? (Please specify IE: Bison, Ostrich, Elk, Venison, Rabbit, Boar, Kangaroo, Crocodile, Alligator, etc.): _____

Please circle how you like foods prepared (circle as many as apply):

Fried	Sautéed	Broiled	Pan-Seared	Grilled	Roasted	Boiled
Baked	Steamed	Braised	Stewed	Other:		

Do you enjoy any vegetarian or meatless dishes?: _____

Please circle any meat substitutes you enjoy:

Seitan	Tempeh	Tofu	Textured Vegetable Protein	Meat Substitutes ("gimme lean", boca crumbles, etc.)
Other:				

Please circle all grains, pastas, and rices enjoyed:

Barley	Tabouleh (Bulgur Wheat)	Polenta	Quinoa	Wild Rice Arborio Rice (risotto)	Saffron Rice	Brown Rice
Jasmine	Long	Mexican	Angel Hair	Elbow	Fine	Israeli (Pearl)



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Rice (medium grain)	Grain Rice (white)	Rice	Pasta	Macaroni	Couscous	Couscous
Farfalle (bow-tie shaped)	Fettuccine	Fusilli	Lasagna Noodles	Linguine	Manicotti	Orzo (rice shaped pasta)
Penne	Ravioli	Spaghetti	Shells (small or jumbo)	Tortellini	Soba Noodles	Rice Noodles
Spaghetti	Other:					

Beverages

Are you interested in a non-alcoholic beverage service?: _____ Alcoholic beverage service?: _____

Circle the non-alcoholic beverages you enjoy:

Bottled Water	Ice Water	Coffee/Espresso/Cappuccino	Hot Tea	Canned Soft Drinks	Punch	Fruit Juice
Milk	Smoothies	Sports Drinks	Energy Drinks	Soy Drinks	Other:	

Do you want the non-alcoholic beverages available at a bar or a separate station? Or would you prefer table service? Or a mixture of both?: _____

Will your guests be drinking a certain beverage during dinner? (wine, water, etc.) _____ If yes what?: _____

Are you planning any toasts?: _____ If yes, when and with what?: _____

Are you planning after dinner beverages?: _____ If yes, what type did you have in mind? (coffee, tea, cocktails, mocktails, etc): _____

Chef Marlon Angelo does not have a liquor license and is unable to purchase alcohol for a bar. Clients must purchase the alcohol and our bartenders will serve it. We can place an order with a local purveyor based upon your requests. You will need to provide an accepted form of payment to that purveyor.

If you have selected bar service, what kind of bar would you prefer? (Circle all that apply)



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Beer and wine only	Full bar	Cash	Open
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Circle the alcoholic beverages you enjoy:

Beer	Wine	Spirits
List Specific Types:	List Specific Types:	List Specific Types:

Would you like assistance with pairing your wine with dinner courses?: _____

Would you like assistance in creating custom cocktails or mocktails?: _____

Are you interested in a food and beverage tasting before confirming your menu? (An additional fee will apply for this tasting; however, if our services are booked for your event the fee charged will be discounted from your invoice.): _____

KITCHEN INFORMATION

Being that we are an in-home personal chef service, there must be a kitchen available for food preparation. Please use this area to describe your location's kitchen. You may also email pictures to us if you like to chef@chefmarlonangelo.com. If you are using a rented facility with a kitchen, you may direct us to the person of contact at the facility to answer these questions: Name: _____ Phone #: _____

Do you own a microwave oven?: _____ Is it functioning properly?: _____

Is your stove gas or electric?: _____ How many burners do you have?: _____
Are all burners functioning properly?: _____

Is your oven gas or electric?: _____ Do you have 1 or 2 ovens?: _____

Is oven(s) functioning properly?: _____ Do you have a convection feature(s) on your oven(s)?: _____

Do you have an oven thermometer?: _____ Is your oven(s) self-cleaning?: _____

Do you have a freezer thermometer?: _____ Do you have a refrigerator



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thermometer?: _____

Do you have a free-standing freezer?: _____ If yes, please give location: _____

Do you have an “extra” refrigerator?: _____ If yes, please give location: _____

Do you have an outdoor grill?: _____ If yes, is it propane or charcoal?: _____

What other kitchen equipment/appliances do you own? (Circle all that apply)

Toaster Oven	Bread Machine	Blender	Immersion (Hand) Blender	Crock Pot	Electric Skillet	Electric Griddle
Indoor Grill (stove-top or freestanding)	Food Processor	Electric Mixer	Skillets	Pots and Pans	Rice Cooker	Vegetable Steamer
Wok						Other:

Do you own any catering equipment such as chafers, warmers, coolers, etc.? _____ If yes, please describe the type of catering equipment that you have available: _____

Do you have a fire extinguisher?: _____ If yes, where is it located?: _____

Where is your fuse box located?: _____

Where should I park my car to unpack and repack my vehicle?: _____

Please list any concerns or other instructions that you may have: _____

PERSONAL HOUSEHOLD INFORMATION

Use this area to give us information on the member’s in your household if you wish to receive free gifts, discounts, coupons, and information on how we may help you with birthdays, anniversaries, and more.



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Please list the members of your household along with their ages and birthdays.:

Name	Age	Birthday dd/mm/yy	Anniversary mm/yy	Upcoming Graduation mm/yy
		__/__/__	__/__	__/__
		__/__/__	__/__	__/__
		__/__/__	__/__	__/__
		__/__/__	__/__	__/__

If you would like to receive emails with special offers, promotions news, etc. from Chef Marlon Angelo, please print your email address here: _____

May we mail you promotions to the contact address listed in this form?: ___ If there is another address you'd rather receive mail at, please place it here:

Thank you for taking the time to complete the above! Please return this questionnaire to us by email, fax or regular mail so we can draft a proposal specifically for you. Also, see our website at www.chefmarlonangelo.com for more information on the services we offer as well as pictures of previous events. I look forward to speaking with you soon.