Personnel Request Form

Date Ordered [　　　　　]   Purchase Order # [　　　　　]

Event Date [　　　　　]   Order Placed By [　　　　　]

Customer [　　　　　]

Event Name [　　　　　]

Contact Name and phone # [　　　　　]

Event Address [　　　　　]

Type of Event [　　　　　]

Prov [　　] Postal Code [　　]

Main Intersection [　　　　　]

Type of Service (check box below)

| ☐ | Buffet | ☐ | Hors d'oeuvre |
| ☐ | Plated | ☐ | Continental |

Client Phone # [　　　　] Ext [　　]   Event Start Time [　　　　]

On site Phone # [　　　　] Ext [　　]   Event End Time [　　　　]

	Type of Staff Required	Attire	# of Staff	Staff Start Time	Approx. Staff End Time
Number of Guests					
	Total # of staff required		**0**		

Special Instructions

Billing Information (for Private Clients)

Customer Name [　　　　　]

eMail [　　　　　]   Phone [　　　　]

Street [　　　　] Apt / Suite [　　]   Cellular [　　　　]

City [　　　　] Postal Code [　　]   Fax [　　　　]