



# EVENT ORDER FORM

Thank you for your interest in having FO'COFF Coffee Co. be part of your event. To submit your request, please download and complete this Event Request Form in full and email the completed PDF, along with any supporting materials, inspiration images, event layouts, or special requirements, to [info@gofocoff.com](mailto:info@gofocoff.com).

Upon receipt, our team will carefully review your submission to assess your event needs, venue requirements, service expectations, and scheduling availability. A member of our team may contact you for additional information or clarification before preparing a customized quotation and service agreement. Submission of this form does not constitute a confirmed booking, reservation, or commitment by either party.

**PLEASE NOTE:** Event dates and service availability cannot be guaranteed until your request has been reviewed, a formal service agreement has been issued and executed, and any required deposit has been received. FO'COFF Coffee Co. reserves the right to modify quotations based on changes to event details, attendance numbers, venue requirements, service hours, or other operational considerations identified during the planning process.

By submitting this form, you acknowledge that the information provided is accurate and complete to the best of your knowledge and understand that additional information may be requested to ensure a successful event experience. FO'COFF Coffee Co. reserves the right to decline service requests that cannot be reasonably accommodated due to scheduling conflicts, venue restrictions, safety concerns, or operational limitations. All information submitted through this form will be used solely for the purpose of evaluating, planning, and servicing your event.

We appreciate the opportunity to be considered for your event and look forward to helping create an exceptional coffee experience for you and your guests.

## Client Details

Client Name:			
Company/Organization:			
Phone:		Email:	

## Event Details

Event Name:		Event Date:	
Venue Name:			
Venue Address:			
Contact Person On-Site:		Cell Number:	

## Event Timeline

Venue Access Time:		:		<input type="checkbox"/> AM	<input type="checkbox"/> PM
Setup Start Time:		:		<input type="checkbox"/> AM	<input type="checkbox"/> PM
Service Start Time:		:		<input type="checkbox"/> AM	<input type="checkbox"/> PM
Service End Time:		:		<input type="checkbox"/> AM	<input type="checkbox"/> PM
Departure Time:		:		<input type="checkbox"/> AM	<input type="checkbox"/> PM

## Estimated Attendance

Guaranteed Guest Count:		Expected Attendance Range:		to	
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## Menu Options

### BEVERAGE MENU

Espresso-Based Drinks

- Espresso
- Americano
- Cappuccino
- Latte
- Mocha
- Hot Chocolate
- Iced Americano
- Iced Latte

Other:

### Milk Options

- 2% Milk
- Oat Milk
- Almond Milk
- Lactose-Free Milk

Other:

### Syrups & Add-Ons

- Vanilla
- Salted Caramel
- Chocolate Powder
- Whipped Cream

Other:

## Service Details

### SERVICE REQUIREMENTS

- Power
- Standard 120V Outlet Available
- Generator Required
- Battery Powered Setup

Power Location Notes:

### Ice

- The venue can provide ice
- FO'COFF to provide their own ice

### Indoor / Outdoor

- Indoor
- Outdoor

### Weather Contingency

- Tent Provided by Client
- Covered Area Available
- Indoor Backup Location Available

## Branding & Customization

- Company Branding
- None
- Client Signage Provided
- Custom Branded Menu Board
- Custom Branded Cups
- Sponsor Signage

Additional Notes:

Please note, while we will do our best to accommodate all details, we cannot guarantee all outcomes. Some additional charges may apply. We can help facilitate in production of special custom items too. All additional costs and details will be communicated with the client prior to commitments.

## Set Up Details

### SITE ACCESS & LOGISTICS

- Parking
- Free Parking Available
- Loading Zone Available
- Parking Pass Required

Estimated distance from vehicle to setup area:

feet  meters

- Elevator Access
- Not Required
- Required
- Stairs
- None
- Stairs Required

### SETUP LOCATION

Describe setup location:

Attach photos or floor plan if available.

Setup Space Required

Minimum Space:

- 6' x 6'
- 8' x 8'
- 10' x 10'

Other:

## Special Requests

- Vegan Options
- Decaf Coffee
- Additional Barista
- Early Morning Setup
- Extended Service
- Custom Drink Menu
- Other

Additional Notes:

## CLIENT APPROVAL

I confirm the above event details are accurate and authorize FO'COFF Coffee Co. to provide services in accordance with the Service Agreement.

Client Name:

Client Signature:

Date: