

KIT FOR

☐ THE MEAL ☐ THE EVENT ☐ THE PARTY OF

(your customer's name)

YOUR KIT CONTENT AND INSTRUCTIONS

The PDF documents included may be filled manually or with your computer .if they are converted into fillable PDFs (*). Fill them with the relevant information, then save and print them.

DOCUMENT CONCERNED	TO DO WHAT ?
Tables cardboards	For your customers' tables to be found easily. One template includes 2 cardboards to cut in the middle of the page horizontally, the second one is one cardboard to fold. Include the name or number of the tables before the word « Table » and the cardboards are to be placed on the tables concerned.
Meals cards	To enable your customers' guests to choose knowingly before helping themselves. One template includes one cardboard to fold, the second one includes 2 cardboards to cut in the middle vertically. Include the name of the meal under « Here is ». The card is to be placed in front of each food plate presented on the buffet table.
1 big menu and small menus	The <i>big menu</i> is to be placed on the buffet table, the <i>small ones</i> anywhere your clients want at their guests' place (near the cutlery or their plate ...). <i>Big menu</i> : one template without any special information and another one where it is possible to include the name of the event / meal / dinner party under the word « Menu ». <i>Small menus</i> : one template without any special information, another one where it is possible to include the name of the event / meal / dinner party under the word « Menu » and the last one with the possibility of including the name of your customers' guests above « Menu ».
Place cards	Templates with 4 placecards per page to be cut horizontally and vertically. After filling the guests' names, to be placed by your customers at each guest's place on the table if there are seating arrangements.
1 programme of the event /meal / party	If your customers wish to give information on the various elements of the event / meal / party, otherwise, not to be used. One template is without any special information, in the other one it is possible to include the name of the event / meal / dinner party under the word « Programme ».

(*) **Powerful yet Affordable PDF Editor** Link : <https://www.iskysoft.us/lp/pdf-editing/?gclid=Cj0KEQjwyN7JBRCZn7LKgb3ki8kBEiQAaLEsqoag9qvGgxiVtfqcmx7E0VBf-E9CP2aE4WqbEUG91zYaArcN8P8HAQ>.

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