

Sample Contact Sheet

Contact Sheet: Florists

Company	Contact	Phone	Notes	Usage
Floral Artistry Chicago	Jim Brown	312-222-1111	Use for home parties and holidays; offers design and placement of floral décor throughout home	November, 2016
Susie's Floral Creations Chicago	Susie Johnson	312-222-2222	Use for flowers sent to anyone working or living in the city	Since 2010
Floral Celebrations Chicago	James Morgan	312-222-3333	Use for large outdoor events: weddings, large parties	2012, 2014, 2017
Bouquets by Benjamin Chicago	Ben Murray	312-222-4444	DO NOT USE AGAIN – Flowers arrived wilted and only lasted a few days	NA
Flowers by Design Elmhurst	Carolyn Miller	630-222-5555	Use for flowers sent to friends and family living in the west suburbs	Since 2002, ongoing
Henry Chapman Florist Glenview	Henry Chapman	847-222-6666	Use for flowers sent to friends and family living in the north suburbs	Since 2003, ongoing
Flowers Anywhere	Jane Anderson	866-222-7777	Use as resource to send flowers out-of-state to friends	Since 2001, ongoing
Sympathy Floral Designs Skokie	Michael Pickman	847-222-8888	Use as resource to send flowers for wakes/funerals in city & suburbs	Since 2007, ongoing

Contact Sheet: Caterers/Bakeries

Company	Contact	Phone	Notes	Usage
Dinners by Design Chicago	Arthur Mann	312-333-1111	Use for large home parties	Since 2005
Melissa Feldman Catering Chicago	Christine Johnson	312-333-2222	Use for smaller, intimate home parties	Since 2006
Susie's Floral Creations Oak Park	Susie Johnson	630-333-3333	Use for sending meals to friends when they are sick or recovering from illness	Since 2008
Floral Celebrations Chicago	Ben Murray	312-333-4444	Use for large outdoor events: weddings, large parties	2012, 2014, 2017
Dinners by Design Chicago	Carolyn Miller	312-333-5555	Use for meals when special dietary restrictions must be followed (low-salt, peanut-allergy, gluten-free, organic, etc.)	Since 2002, ongoing
Catering Creations	Cathy Campbell	312-333-6666	DO NOT USE AGAIN – they were short-staffed and could not service our needs on a timely basis. They also barely had enough food for the number of guests we were expecting.	NA
Chef Alexis Chicago	Alexis Chateau	630-444-7777	Use for in-home personal chef	Since 2003, ongoing
Baked for You Highland Park	John Baker	847-555-8888	Use for custom designed and unique shaped desserts in larger quantities for birthdays/parties: cupcakes, cookies	Since 2001, ongoing
Three Tier Designs Chicago	Tina McDonald	312-333-9999	Use for specialty cakes: weddings, anniversaries	2012, 2014, 2017
Pies 4 You LaGrange	Polly Gregory	847-444-0000	Use for summer pies, picnics, and hostess "dessert" gifts; Best are apple, cherry and strawberry-rhubarb	Since 2012