



Please fax the completed order to the Catering Office at 1-2233 at least 5 business days prior to the event date to avoid late charges.

Event Name \_\_\_\_\_

Event Date (s) \_\_\_\_\_

Today's Date \_\_\_\_\_

Contact Name \_\_\_\_\_ Department \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Payment (Budget Organization Number) \_\_\_\_\_

Event Location: Building \_\_\_\_\_ Room Number \_\_\_\_\_

Estimate Guest Count \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Event Type (please circle) > Breakfast AM Snack Lunch PM Snack Dinner

>Buffet Served / Preset Setup and Leave

>China Service Paper/Plasticware Service

Food set up on (please circle) Existing Furniture Tables ordered through Facilities  
Tables Rented Conference Table Counter in Room

Table set up instructions- Cloth food table (s) only- what size is the table (s) \_\_\_\_\_  
- linen color preference \_\_\_\_\_

Cloth All Tables- please specify what size and how many  
- linen color preference

Budvases Votives Other \_\_\_\_\_

Menu Selection/Notes