

CATERING & SPECIAL EVENT ORDER FORM

NAME _____

TODAY'S DATE _____

DEPARTMENT _____

APPROVED BY _____

EVENT INFORMATION

NAME OF EVENT _____

ROOM NAME/# _____

DATE NEEDED _____

NUMBER OF PEOPLE _____

TIME NEEDED _____

PHONE _____

CONTACT/BILLING INFO _____

INTERNAL STRING/GL# _____

ORDER INFORMATION

MENU ITEM

QTY

_____	_____
_____	_____
_____	_____
_____	_____

MENU ITEM

QTY

_____	_____
_____	_____
_____	_____
_____	_____

SERVEWARE INFORMATION

Will you be needing plates, bowls, napkins, forks, spoons, knives, cups or other items to accompany your food order? If so please indicate required items below.

ADDITIONAL INFORMATION, COMMENTS OR DELIVERY REQUESTS