

<b>Contact Person:</b>	<b>Email:</b>
<b>Sponsoring Dept.:</b>	<b>Telephone:</b>
<b>Account Number:</b>	
<b>Signatures –</b> <b>Student Association Advisor:</b> <b>Student Association Treasurer:</b> <b>Student Club Advisor:</b> <b>Student Club Treasurer:</b>	

**GENERAL EVENT INFORMATION**

<b># of Attendees:</b>	<b>Date of Event:</b>	<b>Set Time:</b>	<b>Begin &amp; End Time:</b>
<b>Name of Event:</b>			
<b>Location:</b>			
<p><b>PLEASE NOTE: THIS FORM IS FOR STUDENT USE ONLY AND WILL BE PROCESSED THROUGH OUR ONLINE-BASED CATERING SYSTEM ONCE RECEIVED. THIS FORM IS TO BE USED FOR CUSTOM MENUS ONLY. YOUR EVENT IS APPROVED FOR SERVICE ONCE THE ACCOUNT NUMBER AND SIGNATURE(S) ARE PROVIDED. FOR CONFIRMATION, PLEASE CONTACT YOUR STUDENT ASSOCIATION OFFICE MANAGER OR UNIVERSITY CONFERENCES &amp; EVENTS. CATERING MUST BE FINALIZED IN ADVANCE WITH FINAL COUNTS DUE 2 WEEKS PRIOR TO THE DATE OF YOUR EVENT. CANCELLATIONS LESS THAN 24 HOURS OF EVENT WILL BE ASSESSED ADDITIONAL FEES. THANKS.</b></p>			

**CATERING MENU & SPECIFICS**

***Please check all applicable selections:***

China Svc.	Waiter Svc.	Linens on Buffet	Linens/all tables	Black Plastic
Silverware	Bartender	Centerpieces	Buffet	Grill
Round tables	6' strip tables	Bistro tables	Picnic tables	

Special dietary restrictions? Please specify: \_\_\_\_\_

**Sodexo Pricing Structure:**