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***Catering Request Form***

***\*All Catered events must be in 25 Live prior to placing a catering order\****

**CONTACT INFORMATION**

**Point of Contact Name & Department:**

**Phone Number or Email:**

**Account Billing Number:**

**EVENT DETAILS**

**Event Title:**

**Event Day/Date:**

**Brief overview of your event:**

**Estimated Guest Count:**

**Location of Event – *i.e.: Campus, Building & Room:***

**Start & End Time of Event:**

**Catering Request**

**How many meals do you need?** – (i.e.: *Breakfast, Lunch, Dinner, Break, Reception)*

**Style of Event** – *i.e.: Plated, Buffet, Appetizers, etc.:*

**Service ware** – *i.e.: China Service or Compostable etc.:*

*\*\*additional staffing fess and rental costs required for China Service\*\**

**Bar Service** – *i.e.: Beer & Wine, Standard Bar, Premium Bar or Consumption:*

**Special Dietary Restrictions:**

**Budget Range**: *i.e.: (Per Person for food & beverage):*

**Catering Order/ Services Required –** *Please list menu items here:*

**SETUP REQUESTS:**

**Describe your requested setup for this event:** i.e. banquet rounds, reception, classroom

**Do you need any Rental Items –** *ie: Cocktail Tables, Highboys, Special Chairs, Linens, or centerpieces?*

**Additional Special Requests:**