

Print Form

Catering Request Form

The following information and signatures (approvals) are needed for all on-campus and off-campus food-related events. The completed form must be submitted a minimum of (5) business days before the event date to the Director of Student Services for final approval. This is to insure that all interested/involved parties are aware of the event and have no objections.

Contact Person:	<input type="text"/>	Contact Number:	<input type="text"/>
Date of Event:	<input type="text"/>	Number Of Guests:	<input type="text"/>
Event Start Time:	<input type="text"/>	Event End Time:	<input type="text"/>
Start Time For Food:	<input type="text"/>	Stop Time For Food:	<input type="text"/>
Location Of Event:	<input type="text"/>		
Group Hosting Event:	<input type="text"/>		
Activity Planned:	<input type="text"/>		
Menu Requested:	<input type="text"/>		
Other Pertinent Information:	<input type="text"/>		

Requestors: The approval process should begin with the person initiating the food-related event and proceed down the list of individuals presented below. The Director of Student Services is the final signature (approval).

Requestor(s):

Organization:

By submitting this on-line form, you acknowledge that you are requesting services from Food Service Consultants, Inc. After clicking on Submit, the form will be sent to Food Service Management.

The Food Service Consultant, Inc manager should print and complete this Special Event Bid and sign and deliver the signed agreement to the requestor(s) of this event and the Director of Student Services.

Food Service Consultants, Inc. Manager:
(signature required)

Dean of Student Services:

For Food Service Consultants, Inc. Use Only
Special Event Bid

GUEST:	<input type="text"/>	@ \$:	<input type="text"/>	= \$:	<input type="text"/>		
Item:	<input type="text"/>	Quantity:	<input type="text"/>	Unit:	<input type="text"/>	\$	<input type="text"/>
Item:	<input type="text"/>	Quantity:	<input type="text"/>	Unit:	<input type="text"/>		<input type="text"/>
	<input type="text"/>	\$Item:	<input type="text"/>	Quantity:	<input type="text"/>		<input type="text"/>
		Unit:			\$		<input type="text"/>
						Subtotal:	<input type="text"/>
						(If tax exempt attach exemption certificate) SALES TAX*:	<input type="text"/>
						TOTAL:	<input type="text"/>

CREDIT INCOME TO: