Student Organization Name: ________________________________
Your Name: ___________________ Name of Person to Contact for Event: __________________
Contact Email: ___________________________ Contact Phone Number: __________________

Date & Place of Event: __________________________________________________________
Number of people attending the event: ____________________________________________

Event Description: (full meal, appetizers, snacks needed aka what kind of event it is)
___________________________________________________________________________

What time do you want food put out for the event? ________________________________
What time do you want the food cleaned up from the event? _______________________
What is the timeline of your event/ do you have a program? _______________________
___________________________________________________________________________

Would you like paper and plastic service or china and real glassware? _______________
What kind of beverages do you want? ___________________________________________
___________________________________________________________________________

**If you are interested in alcohol served, you must fill out an alcohol request form**

What food would you want offered? _____________________________________________
___________________________________________________________________________

Is there a certain budget that you want to stay within? _____________________________
Are there any special needs? ________________________________________________
___________________________________________________________________________

Will you have any food provided from an outside source? (Food waivers are only allowed for some donated items or items that University Catering cannot provide) ___________________________
___________________________________________________________________________

Would you like to schedule a meeting to go over this information and when are times that you are available?
___________________________________________________________________________

My contact information: Kelly Barchinger
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