



On Campus Request for Food Services

Please Note: All orders must be received a MINIMUM of 5 business days prior to the event date, excluding weekends, with confirmation and final count given 72 hours prior to the event

Department To Be Billed:	
Account Number:	
Contact Person:	
Extension:	
Event:	
Location of Delivery:	
Date & Time of Event:	
Guaranteed Number to be billed:	
Authorized Signature:	

Meal and/or A La Carte Items Requested:
Notes For Room Setup:

In order to ensure that your event is successful, it is imperative that we have an accurate count of guest participants. An approximate count should be provided at the time of booking. A guaranteed guest count is required at **11:00 am three (3) business days prior to your event**. For example, events scheduled on Saturday, Sunday, or Monday guarantees are due by Wednesday at 11:00 am. Events on Tuesday are due at 11:00 am on Thursday. If the Food Services office is not notified of a final count within three (3) business days, the initial count given will be the set guarantee. All orders within the three (3) day guarantee period may increase but not decrease, as preparation has already begun. All meals are calculated with a 5% overage of the guaranteed amount and any number over that will be charged at 1.5 times the quoted rate. Please note, identical menu items may not be available.

A late reservation fee of 15% will be assessed for any catering event orders placed within three (3) business days of the desired event. Catering orders submitted without sufficient notification may be subject to a limited menu and service availability.

