



WRIGHT STATE UNIVERSITY DINING SERVICES

CASUAL CATERING WORKSHEET

MUST USE FOR EVENTS AFTER OCTOBER 25, 2007

Please read Catering's "Policies & Procedures" before completing this form.

For assistance please contact Madonna, 975-775-5630

EVENT INFORMATION

NAME & TITLE OF PERSON PLACING ORDER	EVENT DATE	NO. OF GUESTS
NAME OF EVENT	PHONE	PICK UP TIME

BILLING INFORMATION This section must be complete.

DEPARTMENT NAME			DEPARTMENT ROOM NUMBER	
FUND (SIX DIGIT)	ORGANIZATION (SIX DIGIT)	ACCOUNT (SIX DIGIT)	PROGRAM (FIVE DIGIT)	ACTIVITY (TWO DIGIT)

NAME & EMAIL OF APPROVER

**Remember, there is no set-up, attendant, or clean-up services provided.
We will provide eating utensils and napkins, but no serving pieces, bowls or tongs.
You will need to provide these items yourself; so planning will be essential to the success of your event!**

Pick-up hours:

Monday through Friday: 8 am - 4 pm

Saturday: 11 am - 4 pm

<p>Please fax this worksheet to Madonna at 775-5835. You will receive a Confirmation Sheet to review, sign and email/fax back to the Catering Department at 775-5835. Once Catering receives the <u>signed</u> Confirmation Sheet, your event will be booked. Thank you!</p>	<p>CUSTOMER'S SIGNATURE _____ DATE _____</p>
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