WRIGHT STATE UNIVERSITY DINING SERVICES

CATERING WORKSHEET

MUST USE FOR EVENTS AFTER OCTOBER 25, 2007

Please read Catering's "Policies & Procedures" before completing this form. For assistance, call Madonna at 775-5630.

EVENT INFORMATION

NAME & TITLE OF PERSON PLACING ORDER	EVENT DATE	NO. OF GUESTS
NAME OF EVENT	PHONE	FAX
EVENT LOCATION	DELIVERY TIME	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 APRROVER				

MENU SELECTIONS

QTY	MENU ITEM	AMOUNT	SPECIAL INSTRUCTIONS

ADDITIONAL SERVICES:

If not included already in your Menu Selection, circle any of the following you wish to include for your event, at an additional cost.

China Service **Linen Service** **Waiter Service**

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 signed Confirmation Sheet, your event will be booked. Thank you!

CUSTOMER'S SIGNATURE **DATE**