

USD CATERING WORK ORDER

DATE SUBMITTED:

EVENT DETAILS

TYPE OF EVENT: ☐ Breakfast AM/PM Break Lunch Reception Dinner

DATE OF EVENT: Month: Day: Year:

NAME OF EVENT:

of GUESTS:

<- Final guest count is required 3 business days before the event.

ROOM SET UP: Building:

Room #:

EMS Confirmation #:

☐ Standing

☐ U-Shape

☐ Rounds

☐ Rectangle

Classroom

☐ Custom:

TIME OF EVENT: Start Time am/pm End Time am/pm

Catering will set up food 15 mins prior to start time - unless otherwise noted here:

Catering Time of Event is when you want the food/beverage. Verify facility set up time with building operation mngr.

MENU & SERVICE

SERVICE TYPE:

☐ Buffet (Self Serve) ☐ Plated (Served Dinner) ☐ Bamboo ☐ China - \$3.50 Per Person Plus Additional Fees*

Menu Item	Quantity	Menu Item	Quantity

Other Comments:

CONTACT INFO:

Name:

Phone Number:

Email:

Company Name

External Groups

Billing Address:

Work Day Code

Internal Groups

Cost Center

Spend Category

Cost Tag

Paying with a **Work Day** code? Is your dept. being reimbursed by another organization? ☐ Yes ☐ No

have read USD Catering policies before submitting my work order: ☐ Yes ☐ No

Email Form to: usdcatering@sandiego.edu
meetatusd.com

*If China Service is required, outside of the KIPJ or the UC buildings, there will be a fee of \$300 in order to staff and prepare accordingly.