

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 Plated Tray Pass
 Paper Upgraded Plastic Upgraded Bamboo China

Menu Item	Quantity	Menu Item	Quantity

Other Comments:

CONTACT INFO:

Name: Phone Number: Email:

Company Name Billing Address:
External Groups

Work Day Code Spend Category
Internal Groups Cost Center

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

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