



# MOUNT MARY UNIVERSITY FOOD SERVICE ORDER FORM



Event/Activity: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time Start: \_\_\_\_\_ End: \_\_\_\_\_

Location: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone/Ext. #: \_\_\_\_\_

<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner	<input type="checkbox"/> Snack	<input type="checkbox"/> Pick-up	<input type="checkbox"/> Delivery
<input type="checkbox"/> Disposables (Included)	<input type="checkbox"/> China (Additional Charges)	<input type="checkbox"/> Linen (Additional Charges)	<input type="checkbox"/> Bar Service:	<input type="checkbox"/> Cash	<input type="checkbox"/> Host

Menu Selection:

Estimated Cost: \$ \_\_\_\_\_  
*Completed by Requester*

Actual Cost: \$ \_\_\_\_\_  
*Completed by Food Service*

Account Number: \_\_\_\_\_  
*(Must have account number & supervisor signature to process request)*

Project Code: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- \* If an event is cancelled, Food Service must be notified at least 2 weeks prior to event to avoid being charged
- \* If the event has a head count, the final number must be submitted to Food Service 7 days prior to event

**Reminder: Notify Buildings and Grounds, Security, Switchboard, etc., as appropriate for your event.**