COLUMBUS STATE
COMMUNITY COLLEGE

Catering Request Form

(for Columbus State Departments only)

Name of person placing order	Time of function: 8:00 pm
Department	Date of function
Phone	Number of guests
Email	Purpose of meeting
Fax	Location of meeting — *Building* ____ *Room* ____
Cost Center Manager Approval	Cabinet approved purchase? ☐ Yes ☐ No *(Please attach a copy of your pre-approval)*

Selected caterer: ☐ **AVI Food Systems** ☐ **Creative Cuisine** ☐ **LA Catering** ☐ **Made From Scratch**

☐ **Metro Cuisine** ☐ **Panera** (Columbus Campus) ☐ **Panera** (Delaware Campus)

MENU SELECTION

Quantity	Item

Quantity	Item

Special request:

*****Please attach the caterer's menu proposal to this request form.*****

Please choose one:
- ☐ Black Plastic Bowls and Plates
- ☐ China (extra fee)
- ☐ Upscale China (extra fee)

Please choose one:
- ☐ Dropped off
- ☐ Picked up by guest
- ☐ Served by caterer

Serving Time ____

Clean-up Time ____

Please send a copy of this form to your caterer when placing an order and a copy to foodservices@cscc.edu with **Catering Request form and the event date** in the subject line.

Caterer will deliver to customer (and a copy to Food Services via email to foodservices@cscc.edu) a written estimate setting forth the total cost estimate, including all anticipated ancillary charges such as rentals, delivery charges, menu prices and Columbus State Catering Fee for each event.

Caterer shall email the College at foodservices@cscc.edu each invoice charged to the College for distribution and processing.

* *Prior to submitting to Food Services by clicking below, send a copy of this completed catering request to the chosen caterer.*

Please contact Food Services at ext. 3913 or foodservices@cscc.edu if there are any questions.

Submit

Revised 04/2016