

## Catering: Request for Proposal

**Date of event:**

**Start time:**

**End time:**

**Venue:**

**Catering needs:**

Provide a brief description of your proposed menu here. Do you need heavy hors d'oeuvres, a buffet, or multiple-course meal?

**Beverage:**

Indicate your needs for beer, wine, and/or soda.

**Dietary restrictions:**

**Equipment needed:**

Linen, tables, chairs, etc. Include linen color.

**Floral:**

**Invitees:**

Faculty, community, staff, and/or students

**Number of invitees:**

**Note:** Set a deadline for the caterer to return the proposal