

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