

SPARTAN CATERING ORDER FORM

The following is the list of questions **Spartan Catering** will ask when booking your event.

Please **call (408) 924-1756** or **email** this form to us at **hannah.jeon@sjsu.edu**

Today's Date:	
Organization:	Phone:
Billing Address or Campus Zip:	FAX:
Contact Name:	Email:
Event Name:	
Type of Function: Breakfast / Lunch / Dinner / Break / Reception / BBQ / Box Lunch / Pick-Up	
Event Date:	Room Access Time:
Deliver to:	Food Serve Time:
# of Guests:	End Time:
Style of Service: Drop-Off / Buffet / Served	Plastic or China (additional charge)
Payment Method:	
Menu Choice or Menu Preferences:	
Event Timeline:	
Other Options and Details:	