

Food Request Form for Club/Organization Events

Club name: _____

Event title: _____

Event date: _____ Start time: _____ End time: _____

Number of people expected: _____

Building: _____ Room: _____

Contact for delivery person: _____

Contact's phone number: _____

Vendor's name: _____

Vendor's contact: _____

Food items and quantity desired (final invoice may differ)

Item	Amount	Price ea.	Total
Food Total			
Water			
Plates, napkins, utensils, serving spoons and tongs			
Setup and/or delivery			
TOTAL			

Submit form to Student Affairs