



## DINING SERVICES – CATERING REQUEST FORM

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Please fill out and email this request to [Function@Gordon.edu](mailto:Function@Gordon.edu). All Catering requests must be submitted a minimum of 2 weeks prior to your event with master calendar approval.

### EVENT DETAILS

Event title: \_\_\_\_\_

Date: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Department Hosting the Event: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Email of Contact Person: \_\_\_\_\_

Phone # of Contact Person: \_\_\_\_\_

Account #: \_\_\_\_\_ Estimated cost per person: \_\_\_\_\_

Estimated number in attendance at event: \_\_\_\_\_

Target Audience (who's attending – students, donors, alumni, community leaders, etc.):

\_\_\_\_\_

List of Guests with Allergies:

Food & Beverage Arrangement:

Function Plan:

A 72-hr guarantee count is kindly requested, unless otherwise instructed by the Catering Office. Please be advised should your count come in higher at your event, you will be charged according to attendance. Additional fees may apply for other non-standard services or room rental. **ALL leftover food remains the property of Dining Services, and ONLY Dining Services staff is permitted to removed food and service ware from any function location.**