

This checklist has been created to assist you.

## **ON CAMPUS CUSTOMER CHECKLIST**

### **WHEN PLACING A CATERING ORDER**

*Please do some preparation before contacting us.*

***The following information is needed when placing a catering order:***

- Name of your event
- Date of your event
- Time of your event (begin & end times)
- Delivery time?
- Location of event
- Reservation # if on campus
- Number of people expected
- Form of Payment
  - Dining Services Requisition (DSR) Form (Campus Account\*/State Funds Used)
  - Foundation Check
  - Other \_\_\_\_\_
- \*Account Number & Account Administrator
- What are you ordering?  
(catering menus can be found at: [http://www.uwstout.edu/dining/menus.cfm#CP\\_JUMP\\_394755](http://www.uwstout.edu/dining/menus.cfm#CP_JUMP_394755) )
- Do you need linens?
- China? (additional charges may apply)
- Any special dietary needs? Please mention at time of placing order

***When you are ready:***

- Print and Complete Dining Services Requisition Form (DSR):  
<http://www.uwstout.edu/dining/upload/Dining-Services-Requisition-Form.pdf>  
Turn completed form in to Dining Service when placing your order.
- Contact Rod McRae at [mcraer@uwstout.edu](mailto:mcraer@uwstout.edu) or x3463 to place an order

### **REMINDER:**

Be sure to attach a copy of your reservation confirmation to the DSR payment form  
Customer is responsible to have tables available to receive the catering order