

This checklist has been created to assist you.

## CELEBRATION EVENT

### Customer Checklist When Placing A Catering Order

*Please review the following list prior to contact us.*

*The following information is needed when placing a catering order. Gathering the information ahead of time will increase the efficiency of completeing required paperwork and selecting your menu items.*

#### Event Information

Name of Your Event	
Date of Your Event	Time of Your Event (begin & end times)
Delivery Time	Location of Event
Number of People Expected	Form of Payment <input type="radio"/> Cash <input type="radio"/> Credit Card <input type="radio"/> Check <input type="radio"/> Other_____

#### Your Information

Contact Name	
Department	Phone Number/Extension
Contact Email Address	
Contact Address	

#### What Are You Ordering?

Catering Menus may be found at: [www.uwstout.edu/dining/catering/University-Catering-Menu.cfm](http://www.uwstout.edu/dining/catering/University-Catering-Menu.cfm)

- Do you need linens, napkins, skirting or table cloths? (additional charges may apply)
- China (additional charges may apply)
- Any special dietary needs? Please mention at time of placing order.

#### When you are ready:

- Print and Complete Dining Service Food Justification and Requisition.
- Any special dietary needs? Please mention at time of placing order.

#### Reminder

- Be sure to attach a copy of your reservation confirmation to the Food Justification and Requisition payment form
- Customer is responsible to have tables available to receive the catering order