

This checklist has been created to assist you.

CORPORATE/BUSINESS 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

- 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