

This checklist has been created to assist you.

## **ON CAMPUS DEPARTMENT**

### **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: [uwstout.edu/outreach-engagement/community-connections/catering-facilities/catering/services](http://uwstout.edu/outreach-engagement/community-connections/catering-facilities/catering/services)

- 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