

CATERING ORDER FORM

This form is specific to All Square Clubs, not to be used by School of Engineering clubs.

Sponsoring All-Square Club:			
Event Contact Person	Name:	Email:	
	Phone:	Fax:	

General Event Info:	Event Title:		
Provide a brief description of the event:			
Date: Day of the week (Mon, Tues, etc)		(mm/dd/yy)	
Time of Event: (Actual time of program)	Start:	End:	
Location: (Confirmed by OSARC)			

FOOD/MATERIAL ORDER			
Item	Number of People	Cost Per Person	Total Cost
Special Instructions:			Subtotal:

REQUIRED FOR STUDENT GROUPS ONLY: OSARC (X3800)/GRAD LIFE (X4149)		
<i>I understand that it is my responsibility to notify Lackmann and/or the Office of Student Activities & Resources of any changes.</i>		
Person Completing Form (Print):		Date:
Approval of President/Treasurer:		Date:

FOR OFFICE USE ONLY		
CSALS Approval: (Signature)		Date:
Charge to chartfield:		
Lackmann Approval: (Signature)		Date: