



## Catering Request Form 2014-2015

**Please Note:** Please allow a minimum of 3 days for scheduling and purchasing purposes. (Shorter notice will restrict your menu options. Most orders for Bistro Boxes and Salads can be accommodated on the date of the event. Please contact our office for assistance with this request.) A set up fee will be charged for full service events. A cancellation fee, based on the size of the event, will be assessed without 48-hour notification.

### CONTACT INFORMATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Campus: \_\_\_\_\_

Office Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### CATERING EVENT INFORMATION

Event Location/Campus: \_\_\_\_\_

Room or Area: \_\_\_\_\_

Event Date: \_\_\_\_\_

Guest Count: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event set up by Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

### CATERING REQUEST/SPECIAL INSTRUCTIONS

\_\_\_\_\_

**Questions? Call us at 469-633-6998.**

**Return completed form to us via email: [catering@friscoisd.org](mailto:catering@friscoisd.org).  
Your order will be confirmed with you by one of our catering representatives.**