

Elior Collegiate Dining Catering Request Form

Day/Date:

Start Time:

Location of Event:

Name/Type of Event:

Estimated # of Attendees:

The number of attendees MUST be confirmed ten business days prior to the event.

*** All submitted catering requests must be attached to a Pre-Approval form
signed by EVP Patrick Farley prior to the event.**

Menu & Cost

Budget #

Event Requested By:

Person Responsible During Event:

Contact Person's phone numbers:

Please review the above request. Sign and return to Elior Collegiate Dining no later than five (5) business days prior to the event. For questions, contact Kathy Hecht at x4223/khecht@wau.edu or Mike Womack at x4349/mwomack@wau.edu/443-766-9369.

Signature:

Date:</