



dining services

about the event

day of event _____
date of event _____
no. of guest _____
location _____
department hosting _____
type of event _____

set-up time _____
event starts _____
event ends _____
clear time _____

requirements-to be completed by culinart staff

chef _____
floor captain _____
servers _____
bartender _____
coat check _____
linens _____
serviceware (china or disposable) _____
other _____

billing information

order date _____
contact name _____
contact location _____
contact phone _____
contact email _____
department budget code _____

food items

no of guest

beverages

do your guests have any special needs?

to be completed by culinart staff

rentals placed _____
waitstaff booked _____
order in catermate _____