USD CATERING FINAL WORK ORDER

DATE SUBMITTED:

EVENT DETAILS

TYPE OF EVENT: ☐ Breakfast ☐ AM/PM Break ☐ Lunch ☐ Reception ☐ Dinner

DATE OF EVENT: Month: Date: Year:

NAME OF EVENT:

 # OF ESTIMATED GUESTS: *(Final guest count is required 3 business days before the event.)*

LOCATION OF EVENT: Building: Room #: EMS Confirmation #:

ROOM SET UP: ☐ Standing ☐ U-Shape ☐ Rounds ☐ Rectangle

☐ Classroom ☐ Custom:

TIME OF EVENT: Start Time: AM End Time AM

(Please verify facility set up time with the building operation manager. **Catering time of event is when you want the food & beverage.)**
(Catering Operations will set up event 15 mins prior to start time unless otherwise noted here: _____)

MENU & SERVICE

SERVICE TYPE: ☐ Buffet ☐ Plated ☐ Tray Pass

☐ Paper ☐ Upgraded Plastic ☐ Upgraded Bamboo ☐ China

Menu Item	Quantity	Menu Item	Quantity

Catering will order your food & beverage tables and provide complimentary linens for these tables.

ADDITIONAL SERVICES: ☐ Linen: Round ☐ Linen: Rectangle ☐ Floral: Belly Bar

☐ Floral: Dining Round ☐ Rental: Chairs ☐ Rental: Round of 8 ☐ Rental: Rectangle of 8

☐ Rental: Belly Bars ☐ Other Comments:

CONTACT INFO: Name: Number: Email:

Company Name: Billing Address:
(External Groups Only)

Poets Code: P O E T S
(Internal Groups Only)

If paying with a POETS code, is your department being reimbursed by an outside organization? ☐ Yes ☐ No

I have read USD Catering Policies before submitting my final work order form? ☐ Yes ☐ No