



**Student Group Event Planning Form**

In order to ensure a well-planned event, please make an appointment with the Catering Department 15 days prior to your event and be sure to bring this completed form with you. We are located in the Patroon Room and can be reached at 442-5986 or by contacting Jennifer Disare at [Jennifer.Disare@sodexo.com](mailto:Jennifer.Disare@sodexo.com). Our goal is to exceed your expectations by providing the best value with the greatest attention to food quality and safety.

Name of Event \_\_\_\_\_ Date/Time of Event \_\_\_\_\_

Event Location \_\_\_\_\_ Has Location Been Reserved? YES \_\_\_ NO \_\_\_

Number of Guests \_\_\_\_\_ Budget for Food and Beverage \_\_\_\_\_

Student Contacts for This Event:

Name	Email	Phone

Student Group Name \_\_\_\_\_

Student Involvement Staff Liaison \_\_\_\_\_

Desired Menu:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Service: Sit-Down Service \_\_\_ Self-Service Buffet \_\_\_ Served Buffet \_\_\_ Exhibition Stations \_\_\_

Payment Method:

\_\_\_ SA Account (provide purchase requisition #) \_\_\_\_\_

\_\_\_ Other payment method (provide contact information for invoicing) \_\_\_\_\_