



Thank you for choosing ARAMARK Catering. We look forward to serving you and making your event a memorable one. Please fill out this event order form to help us coordinate your menu, location, and time. Once you complete the form, fax your information to (423)425-4070. Once received, a typed official event order will be faxed back to you for your approval. Please review and sign this sheet. Remember, it is not an official order without complete account information.

Booking Information

Group/Dept. Name:	Function Day:	Function Date:
Account #:	Attendance:	Event Time:
Contact Person:	Event Location:	Event Title:
E-mail:	Service Ware: <input type="checkbox"/> China <input type="checkbox"/> Disposable	
Phone: Fax:	<input type="checkbox"/> Buffet <input type="checkbox"/> Plated <input type="checkbox"/> Boxed <input type="checkbox"/> Reception <input type="checkbox"/> Refreshments	
Dept.:	<input type="checkbox"/> Delivery <input type="checkbox"/> Pick-up	Pick-up time:

Desired Menu

Please provide us with a detailed list and description of the desired menu items for your event.

Special Instructions

Please provide us with any special instructions regarding linens, room set-up, etc.

Authorized Signature Approving Event
Date:

Please Note:

Please book events 5 days in advance. **Orders placed less than 48 hours in advance will be accepted with a 10% special attention charge.** All booked meal functions require two(2) business days guarantee for final count. The guaranteed count -OR- the number of attendees(whichever is greater) will be used for billing. 24 hour notice is required for all cancellations. No-shows are billed in full. All non-university events must be paid in full prior to event date. Thank you for using ARAMARK Catering.