

Catering Event Request Form

Email: catering@wcu.edu

Office: 828-227-3969 Fax: 828-227-2571

All fields on this form must be completed before your catering request can be entered into the system. Please refer to Catering Guidelines online for all procedures and policies.

Today's Date:		Event Date:	
*Expected Guest Count:		Fund:	

*A minimum of 20 guests is required for served meals. A minimum of 10 guests is required for china buffets. \$15 delivery fee applies to McAlisters, Einsteins, and the Simple Takeaways Menu Deliveries.

Name of the Event/Party:			
Booking Contact Name:			
Organization:			
Phone Number:			
Email:			
Meal			

Breakfast	Lunch	Dinner
Snack or Break	Reception	

Type of Meal		
Served	Buffet	

Type of Service		
Delivery	Pickup	

Event Location Building:	
Event Location Room:	
Name of person providing access:	
Is the location locked?	
Time room will be unlocked for Catering:	
Contact name (if different from booking name) :	
Contact phone number:	
Actual start time:	
Actual end time:	
Will there be a meeting going on while we are trying to set up or break down?	

Menu Options	
Entrées	
Salad	
Appetizers	
Side dishes	

Dessert	
Beverage	
Items for Breaks	
Table linens needed:	
Disposable or china:	
Comments/Special Instructions	