

## UA Student Union Catering Request Form sueventplanning@email.arizona.edu 520-621-1414 Main 520-621-2545 Fax

| Address   Email   Phone  |                           |                |                | Client      | / Organizati | on Ir                           | nfo                    | rma                               | tion                                    |            |                  |  |
|--|---------------------------|----------------|----------------|-------------|--------------|---------------------------------|------------------------|-----------------------------------|---|------------|------------------|--|
| State  | Organization / Department |                |                |             |              |                                 | Contact Name           |                                   |   |            |                  |  |
| State  |                           |                |                |             |              |                                 |                        |                                   |   |            |                  |  |
| Billing Information   Contact Name   Phone   | Address                   |                |                |             |              | Ema                             | Email                  |                                   |   | Ph         | one              |  |
| Billing Information   Contact Name   Phone   |                           |                |                |             |              |                                 |                        |                                   |   |            |                  |  |
| Billing Information   Contact Name   | City                      |                | State          |             | Zip          | Fax                             |                        |                                   |   | Ce         | <u>I</u>         |  |
| Billing Information   Contact Name   |                           |                |                |             |              |                                 |                        |                                   |   |            |                  |  |
| Organization / Department  Address  Email Phone  City State Zip Fax Cell  Account # Sub Account # Sub-Object Code Project Code  Event Information  Title of Event Event Date Start Time End Time  Type of Event Number of Guests planned set Perviously Booked Yes No  Catering Needs Setup Information  Food Breakfast AM Break Lunch Meeting PM Break Reception Dinner Bevs Only  Breakfast AM Break Lunch Meeting PM Break Reception Dinner Bevs Only  Breakfast AM Break Lunch Meeting PM Break Reception Dinner Bevs Only  Breakfast AM Break Lunch Meeting Block/Conference Table Theater/Auditorium Classroom  Banquet Rounds of 10 of 8  U Shape Hollow Square Reception (Short / Tall Cocktail Rounds)  Other Setup Needs  Buffet Linens Other Setup Needs  Buffet Linens Oupgrade Plastic Table Linens Oupgrade Plastic Table Linens Oupgrade Plastic Registration Table Display Table  Coffee/Gal Soft Drinks  Decaf/Gal Water/Btl  | Advisor Nar               | ne (for studei | nt groups only | )           |              | Ema                             | ail                    |                                   |   | Ph         | one              |  |
| Organization / Department  Address  Email Phone  City State Zip Fax Cell  Account # Sub Account # Sub-Object Code Project Code  Event Information  Title of Event Event Date Start Time End Time  Type of Event Number of Guests planned set Perviously Booked Yes No  Catering Needs Setup Information  Food Breakfast AM Break Lunch Meeting PM Break Reception Dinner Bevs Only  Breakfast AM Break Lunch Meeting PM Break Reception Dinner Bevs Only  Breakfast AM Break Lunch Meeting PM Break Reception Dinner Bevs Only  Breakfast AM Break Lunch Meeting Block/Conference Table Theater/Auditorium Classroom  Banquet Rounds of 10 of 8  U Shape Hollow Square Reception (Short / Tall Cocktail Rounds)  Other Setup Needs  Buffet Linens Other Setup Needs  Buffet Linens Oupgrade Plastic Table Linens Oupgrade Plastic Table Linens Oupgrade Plastic Registration Table Display Table  Coffee/Gal Soft Drinks  Decaf/Gal Water/Btl  |                           |                |                |             |              |                                 |                        |                                   |   |            |                  |  |
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| Address   Email   Phone    City   State   Zip   Fax   Cell    Account #   Sub Account #   Sub-Object Code   Project Code    Event Information  Title of Event   Event Date   Start Time   End Time    Type of Event   Number of Guests   Room Preference*   1    planned   *preference only, not guarenteed   2    Has Room Been Previously Booked   Yes   No    Catering Needs   Setup Information    Food   Breakfast   AM Break   Lunch   Meeting   Block/Conference Table    PM Break   Reception   Dinner   Bevs Only    Email   Phone  | Organizatio               | n / Departm    | ent            |             |              | _                               |                        |                                   | me                                      |            |                  |  |
| City State Zip Fax Cell  Account # Sub Accou | - 184                     | ,              |                |             |              |                                 |                        |                                   |   |            |                  |  |
| City State Zip Fax Cell  Account # Sub Accou | Address                   |                |                |             |              | Ema                             | ail                    |                                   |   | Ph         | one              |  |
| Account # Sub Account # Sub-Object Code Project Code    Sub-Object Code   Project Code   |                           |                |                |             |              |                                 |                        |                                   |   |            |                  |  |
| Event Information  | City                      |                | State          |             | Zip          | Fax                             | Fax                    |                                   |   | Ce         | I                |  |
| Event Information  |                           |                |                |             |              |                                 |                        |                                   |   |            |                  |  |
| Event Date   Start Time   End Time   | Account #                 |                | Sub Accoun     | t #         |              | Sub-Object Code                 |                        | Code                              | Pro                                     | oject Code |                  |  |
| Event Date   Start Time   End Time   |                           |                |                |             |              |                                 |                        |                                   |   |            |                  |  |
| Type of Event  |                           |                |                |             | Event Info   | rmat                            | ioi                    | n                                 |   |            |                  |  |
| Planned   Set  | Title of Eve              | nt             |                | Event Date  |              | Stai                            | rt T                   | ime                               |   | En         | d Time           |  |
| Planned   Set  |                           |                |                |             |              |                                 |                        |                                   |   |            |                  |  |
| Set  | Type of Eve               | nt             |                | Number of   | Guests       | Roc                             | m                      | Prefe                             | erence*                                 | 1          |                  |  |
| Setup Information   Block/Conference Table   Block/Conference Table   Theater/Auditorium   Classroom   Banquet Rounds  |                           |                |                | planned     |              | *                               | pre                    | efernce                           | e only, not guarenteed                  | 2          |                  |  |
| Breakfast AM Break Lunch Meeting PM Break Reception Dinner Bevs Only    Part   |                           |                |                | set         |              | Has Room Been Previously Booked |                        |                                   | Been Previously Booked                  | Yes No     |                  |  |
| PM Break Reception Dinner Bevs Only Classroom Banquet Rounds   |                           | С              | atering Nee    | eds         |              |                                 |                        |                                   | Setup Inform                            | nat        | ion              |  |
| PM Break Reception Dinner Bevs Only Classroom Banquet Rounds   | Food                      | Breakfast      | AM Break       | Lunch       | Meeting      |                                 | Block/Conference Table |                                   | 9                                       |            |                  |  |
| Banquet Rounds   |                           | PM Break       | Reception      | Dinner      | Bevs Only    |                                 |                        |                                   |   |            |                  |  |
| U Shape  |                           |                |                |             |              |                                 |                        |                                   | Classroom                               |            |                  |  |
| Hollow Square   Reception (Short / Tall Cocktail Rounds)   Other   |                           |                |                |             |              |                                 |                        |                                   | f 10 □of 8                              |            |                  |  |
| Reception (Short / Tall Cocktail Rounds)  Other  Setup Needs  Buffet Linens  |                           |                |                |             |              |                                 |                        |                                   |   |            |                  |  |
| Other   Setup Needs   Buffet Linens   Standard Plastic   Table Linens   Upgrade Plastic * Upgrade Plastic *   Linen Napkins   "A" China *  |                           |                |                |             |              |                                 | Hollow Square          |                                   |   |            |                  |  |
| Setup Needs  Buffet Linens Standard Plastic Table Linens Upgrade Plastic * Linen Napkins "A" China *  Beverage requested Registration Table Display Table  Coffee/Gal Soft Drinks Other Other  Decaf/Gal Water/Btl Requested By:   |                           |                |                |             |              |                                 |                        |                                   | Cocktail Rounds)                        |            |                  |  |
| Beverage # requested # requested   |                           |                |                |             |              |                                 |                        |                                   |   |            |                  |  |
| □ Table Linens □ Upgrade Plastic * □ Linen Napkins □ "A" China *  Beverage # requested # requested □ Registration Table □ Display Table  Coffee/Gal Soft Drinks □ Other □  Decaf/Gal Water/Btl Requested By:   |                           |                |                |             |              |                                 | ·                      |                                   |   |            |                  |  |
| Beverage # requested # requested □ Registration Table □ Display Table  Coffee/Gal Soft Drinks □ China *  Decaf/Gal Water/Btl Requested By:   |                           |                |                |             |              |                                 | D                      | uff⊵t                             | Linens                                  |            | Standard Plastic |  |
| Beverage     # requested     # requested     ☐ Registration Table     ☐ Display Table       Coffee/Gal     Soft Drinks     Other     ☐ Registration Table     ☐ Display Table       Decaf/Gal     Water/Btl     Requested By:  |                           |                |                |             |              |                                 |                        |                                   |   | _          |                  |  |
| Coffee/Gal Soft Drinks Other Decaf/Gal Water/Btl Requested By:   |                           |                |                |             |              |                                 | Ta                     | able I                            | Linens                                  | +          |                  |  |
| Decaf/Gal Water/Btl Requested By:  | _                         |                |                | ,,          |              |                                 | Ta<br>Li               | able I<br>nen I                   | Linens<br>Napkins                       |            | "A" China *      |  |
|  | Beverage                  | # requested    | Caft D         | # requested |              |                                 | Li<br>R                | able I<br>nen I<br>egisti         | Linens<br>Napkins<br>ration Table       |            | "A" China *      |  |
| Hot Tea/Gal Water/Gal  | Coffee/Gal                | # requested    |                | # requested |              |                                 | Li<br>R                | able I<br>nen I<br>egisti<br>Othe | Linens<br>Napkins<br>ration Table<br>er |            | "A" China *      |  |
| Hot Tea/Gal Water/Gal  Iced Tea/Gal Other Date:  | Coffee/Gal<br>Decaf/Gal   | ·              | Water/Btl      | # requested |              |                                 | Li<br>R                | able I<br>nen I<br>egisti<br>Othe | Linens<br>Napkins<br>ration Table<br>er |            | "A" China *      |  |