Food/Catering Vendor Worksheet

**Light Refreshment Form is STILL Required.**

Event Title/Details: ___________________________________________________________

□ How many attendees you plan on feeding? ______________________

□ Will you require delivery or carry out? ______________________

□ For carry out, who will pick up your order? _________________________________

□ Budget for food (Max Per Diem Rates: Breakfast $10, Lunch $15, Dinner $20)._____ _____________

Food Vendor Name: _______________________________________________________

Food Vendor Address: ______________________________________________________

Food Vendor Phone: _______________________________________________________

Contact Person or Person Order Was Placed With: ______________________________

Information to have when calling vendor:

Sometimes your menu will be guided by what you want, other times you will have to be flexible based on your budget or site limitations. If you have your heart set on one particular thing, ask the vendor what options you have to make certain items and quantities fit in your price range. Sometimes changing the portion size or subbing in a vegetarian option can open up all new food options. ASK OR YOU’LL NEVER KNOW.

□ Menu items or food types you are interested in ordering.

________________________________________________________________________

________________________________________________________________________

Information you should request from vendor: (*required info)

□ *Cost of your requested order for carry out or delivery. ______________________

□ Is serveware/plates/or utensils included. _________________________________

□ If ordering beverages, are cups/cream/sugar/stir sticks included. _____________

□ Deadline for order subtractions or addition. ______________________________

□ *Exact date and time food will be delivered. ________________________________

□ *If carry out, when will food be available for pick up. _______________________

□ *Payment method vendor will require. _________________________________

(Will they take payment over the phone, upon delivery or at the time of the order?)

Forms Needed for Event Food/Catering:

□ Light Refreshment Form (2 weeks advanced)  □ Post Event Sign in Sheet (turn in to Erina)