

EVENT BOOKING FORM

OFFICE USE ONLY

Rec'd By:

In an effort to provide efficient communication regarding your upcoming event, please complete all necessary spaces and return this form to the catering office ASAP in order to secure your date, time and room location requested.

Date Rec'd:

Caterese Input Date:

Event Name:	Event Date:	Number of Guests:
Event Type:	Start Time:	Meal Start Time:
Desired Event Location:	End Time:	Guest Speaker / DV:

Client / Business Name:	Work Phone:	Cell Phone:

Personal Email:	Work Email:

POC Name:	Work Phone:	Cell Phone:

Personal Email:	Work Email:

Meal Options	Beverage Options	Audio Visual Options	
Continetial Breakfast	Seattles Best Coffee	Projector Screen	
Buffet Lunch	Iced Tea	LCD TV Screens	
Buffet Dinner	Water Station	Microphone(s) #: <input type="text"/>	
Box Lunches	Lemonade	Mic Stand(s) #: <input type="text"/>	
Platted Lunch	Fruit Punch	Furnishings Options	
Platted Dinner	Bar Options		
Light Appetizers (2-3 Per)	Cash Bar	Podium(s) #: <input type="text"/>	
Heavy Appetizers (4-5 Per)	Pre-Paid Bar Credit	Sign In Table(s) #: <input type="text"/>	
Desserts	Beer & Wine <input type="text"/> Full Bar <input type="text"/>	Proffer Table #: <input type="text"/>	
Client Provide Cake	Cake Options		
Client Request Cake	1/2 Sheet Cake	Gift Table #: <input type="text"/>	
No Food Needed	Full Sheet Cake	Large Chair(s) #: <input type="text"/>	
		Other: <input type="text"/>	
		Other: <input type="text"/>	

Set Up Style	Linen Options	China Options	
Cocktail Tables (32" Round Table Top)	White Napkins	Disposbales	
60" Round Tables (Up to 8 People)	Black Napkins	China	
72" Round Tables (Up to 12 Guests)	Other: <input type="text"/>	Other: <input type="text"/>	
Theater Style (Side by Side Chairs)	White Tablecloths	Centerpiece Options	
Classroom Style (4 Chairs Per Table)	Black Tablecloths	Standard without candle	
Other: <input type="text"/>	Other: <input type="text"/>	Standard with candle	
Other: <input type="text"/>	Other: <input type="text"/>	Custom Centerpiece	

Tax Exempt / Tax Exempt Number:	
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