HANOVER COLLEGE DINING SERVICES
CATERING WORKSHEET

Please read Catering's "Policies & Procedures" before completing this form. For assistance, call Carol at 866-7130 or 866-7134.

EVENT / BILLING INFORMATION

NAME OF ORGANIZATION / DEPARTMENT	EVENT DATE	NO. OF GUESTS
NAME & TITLE OF CONTACT	PHONE	FAX
NAME OF EVENT		
EVENT LOCATION	DELIVERY TIME	PICK-UP TIME

MENU SELECTIONS

QTY	MENU ITEM	AMOUNT	SPECIAL INSTRUCTIONS

ADDITIONAL SERVICES:

If not included already in your Menu Selection, circle any of the following you wish to include for your event, at an additional cost.

China Service **Linen Service** **Waiter Service**

Please fax this worksheet to Carol at 866-7109.

You will receive a Confirmation Sheet to review, sign and fax back to the Catering Department at **866-7109**. Once Catering receives the signed Confirmation Sheet, your event will be booked. Thank you!

CUSTOMER'S SIGNATURE DATE