

Providence College Dining Services CATERING WORKSHEET

Please read Catering's "Policies & Procedures" before completing this form. For assistance, call the Catering Manager at 401-865-2314.

EVENT 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

BILLING INFORMATION This section must be complete.

DEPARTMENT NAME	DEPARTMENT ROOM NUMBER
DEPARTMENT ORG & ACCOUNT NUMBER	EMAIL OF APPROVER

MENU SELECTIONS

QTY	MENU ITEM	Price Per	AMOUNT	SPECIAL INSTRUCTIONS
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
Total:			\$0.00	

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

<p style="color: red; margin: 0;">Please fax this worksheet to Catering Manager at 401-865-1298 or email at: moconnor@providence.edu</p> <p style="font-size: small; margin: 0;">You will receive a Confirmation Sheet to review, sign and email/fax back to the Catering Department at 865-1298. Once Catering receives the</p>	<p style="font-size: small; margin: 0;">CUSTOMER'S SIGNATURE _____ DATE _____</p>
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