

## 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	
<b>Total:</b>			\$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;"><b>Please fax this worksheet to Catering Manager at 401-865-1298 or email at: <a href="mailto:moconnor@providence.edu">moconnor@providence.edu</a></b></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 <b>865-1298</b>. Once Catering receives the</p>	CUSTOMER'S SIGNATURE _____ DATE _____
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