

# Sodexo Catering Order Form

**Please Submit Your Catering Request at least 48 Hours in Advance of Your Event.**

Complete and e-mail this form to [Catering@Marist.edu](mailto:Catering@Marist.edu)

If you have any questions, please call catering at 575-3229

\*Submitting this electronically does **NOT** confirm your event.

**You MUST confirm with a member of the catering staff to ensure your event is planned.**

\*Your room must be booked with the appropriate department before submitting catering request.

Print or save this form for use

<b>Event Date:</b> <b>Day:</b>	<b>Department Name:</b>
<b>Location:</b>	<b>Name of Event for Billing:</b>
<b>Start Time:</b> <b>End Time:</b> (We will set up ½ hr. before Start Time)	<b>Contact Person:</b>
<b>Number of People:</b>	<b>Email:</b>
<b>Account Number:</b>	<b>Phone #:</b>
<b>Type of Service: (underline or highlight one)</b> <div style="text-align: center; padding: 5px;"> <span style="margin-right: 20px;">Buffet</span> <span style="margin-right: 20px;">Cocktail Reception</span> <span>Plated Served (Upcharge)</span> </div> <div style="text-align: center; padding: 5px;"> <span>*Student Catering Menu – for Pick-up (Packaged to Go)</span> </div>	
<b>Type of Partyware: (underline or highlight one)</b> <div style="text-align: center; padding: 5px;"> <span style="margin-right: 40px;">Compostable Paper</span> <span style="margin-right: 40px;">Plastic Mobileware</span> <span>Gold Rim China</span> </div>	
<b>Menu Items From the Catering Menu:</b>          	
<b>Any Special Instructions for Set Up:</b>   	
<b>Linens Needed for Guest Seating:</b>	<b>Number of Tables:</b>

**All Cancellations Need to be Submitted by E-mail 48 Hours in Advance.**