The following is the list of questions **Spartan Catering** will ask when booking your event. Please **call 924-1756** or **FAX** this form to us at **924-1759**.

Today's Date:	
Organization:	Phone:
Billing Address or Campus Zip:	FAX:
Event Name:	
Contact Name:	
Type of Function: / breakfast / lunch / dinner / break / reception / BBQ / box lunch / pick-up	
Event Date:	Guest Arrival Time:
Deliver to:	Food Serve Time:
# of Guests:	End Time:
Style of Service: / drop-off / buffet / served Plastic / China	
Payment Method:	
Menu Choice or Menu Preferences:	
Other Options and Details:	
We will create a menu for you. Just give us your ideas and budget considerations.	