

Hospitality Request

Today's Date _____

Name of Event _____

Date of Event _____ Time of Event _____

Name of Organization _____

Contact Person _____

Email _____ Phone _____

Location _____

Number of Attendees _____

Account to be charged _____

Max budget for event _____

Type of Hospitality Requested

___ Meal ___ Snacks ___ Other _____

Beverages

___ Coffee ___ Water ___ Lemonade ___ Ice Tea ___ Other _____

Snacks

___ Cookies ___ Snack Mix ___ Other _____

Meal (Please specify food requested)

PLEASE NOTE: ALL HOSPITALITY REQUESTS MUST BE TURNED IN AT LEAST 30 DAYS IN ADVANCE

See page two for sample meal options.

Sample Options

Breakfast Items		Lunch Items		Dinner Items	
	Mini Muffins		Ham & Turkey Sandwich		Tacos
	Bagels & Cream Cheese		Chips		Penne & Meatballs
	Donuts		Fruit		Pulled Pork
	Yogurt		Cookies		Lasagna
	Fruit		Salad		Ham
			Soups		Soups