

## Catering Approval Form

*Submit the Catering Approval Form to the Assistant Director of Student Activities a minimum of 1 month in advance for large events and 2 weeks in advance for smaller events. Upon approval, it is your responsibility to make all arrangements with catering.*

*It is highly suggested that you follow up with catering 1 week, and also 1 day prior to your event. Please remember to cancel your catering request if your event is postponed or cancelled. In the event of a cancellation made within 48 hours of the scheduled event, the client is responsible for any food production costs incurred up to that time.*

**Organization:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Detailed Description of Event:**

\_\_\_\_\_  
\_\_\_\_\_

**Date/Time/Location of Event:** \_\_\_\_\_

**Estimated Cost:** \_\_\_\_\_

**Maximum amount available to spend:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_

**For office use only:**

**Accepted** \_\_\_\_\_

**Denied** \_\_\_\_\_

**Account # to be charged:** \_\_\_\_\_

\_\_\_\_ **Insufficient funds**

\_\_\_\_ **Other** \_\_\_\_\_