MCC DINING SERVICES CATERING PLANNER

*This form MUST be received by MCC Dining Services **3 DAYS PRIOR** to your event. If we do not receive this form fully completed before the date of the event, we are not obligated to provide food service.*

DAY:	DATE:	DELIVERY TIME:
ORGANIZATION:		CLEAN UP TIME: PHONE:
CONTACT:		ACCOUNT #:
STUDENT CENTER ADVISOR AUTHORIZATION:		# OF PEOPLE:
LOCATION:	ROOM #:	TOTAL COST

MENU - *Please be specific when listing the items you are requesting.*

ITEM	PRICE PER ITEM	QUANTITY	ESTIMATED COST

SPECIAL INSTRUCTIONS:

FLOWERS: CANDLES: LINEN: SKIRTS:

NOTE: Catering on MCC campus is subject to a set up fee of $5.00 or 15%, whichever is greater.
Catering off campus is subject to a $15.00 fee or 15%, whichever is greater.

DISTRIBUTION OF COPIES:
WHITE: SERV-RITE
YELLOW: STUDENT CENTER ACCOUNTING OFFICE (WITH MONTHLY LOG)
PINK: STUDENT CENTER ADVISOR
GOLD: FOOD ORDER REQUESTER

Effective 1/1/96

Green + White Form
Also needs To Be Completed