

FOOD AND BEVERAGE REQUEST

A Food and Beverage Request Form must be submitted for every event to Victoria Hyde at victoria.hyde@sodexo.com

For catering event questions please call 570-662-4927. All calls returned within 24 hours.

ALL INFORMATION MUST BE PROVIDED 2 WEEKS PRIOR TO EVENT

Date:

Requester's Name:

email:

Phone:

FUNCTION DETAILS

Name of function:

Date of Event:

Event Start Time:

Event End Time:

Event Location - Building:

Room:

Room must be set up by: Date and Time:

of Guests:

* Final counts are due by noon three business days prior to the event

Do you want delivery or staffed?

Select Tableware:

Layout Attached:

Is this a repeat event?

If yes, do you want the same menu?

Date of previous event:

If you want menu selections provided by the chef, please indicate a cost range.

Per person:

Per Event:

FOOD & BEVERAGE REQUEST

SET UP AND/OR ADDITIONAL INSTRUCTIONS:

Approval:

CHARGE TO (DEPT):

COST CENTER:

Requester's e-signature:

Requester must have a signed Justification Approval Form PRIOR to submitting food requests.



Click the box to confirm you are aware you must have an approved Justification Form prior to submitting this food request. If you do not have a fully signed Justification Form, and you submit an invoice for payment after the fact, payment will be denied.

If submit button does not work, save this form to your computer and email to:
victoria.hyde@sodexo.com