

USD BANQUETS & CATERING FINAL WORK ORDER

Today's date _____

Type of event: Coffee PM Coffee Breakfast Lunch Dinner Reception

Weekday of event: _____ **Month:** _____ **Date:** _____ **Year** _____ **Est. # of guests*** _____
 (*Final guest guarantee due 3 (or 5) business days before event; see Policy)

Group: _____ **Location of event:** _____

Program or speaker? _____

CONTRACT INFORMATION	BILLING INFORMATION - Required
Contact person:	P
Mailing address:	O
	E
	T
Phone & Fax nos.:	S

MENU/SERVICE	Please indicate AM or PM
Plasticware Buffet	Set room (tables/chairs) by: _____ AM/PM Event begin time*: _____ AM/PM Food/ Bev serve time*: _____ AM/PM Clean time*: _____ AM/PM (Tables/chairs are set by Facilities no later than ½ hour prior to start time of event.)
China/Glass/Flatware Served	
MENU SELECTION:	
	Special Catering Requirements (at additional cost): Fresh flowers, special linens, skirting, props, rental equipment, centerpieces, balloons & music. Please specify:

***All changes of GUEST COUNTS, or room setup, MUST be given to BOTH Catering x4560 AND Special Events x4796 (or x7808) for IPJ. Your signature below acknowledges that you have read, fully comprehend, and agree to abide by the policies outlined in Catering Policies, found on our website: <http://USDcatering.sandiego.edu/policies.php>**

Signature: _____ Date: _____