



# NMJC Request for Catering Services

The Sodexo catering staff needs a minimum of 10 working days before an event in order to adequately prepare. However, failure to submit this form with all required signatures to Sodexo at least three working days before the event could subject it to cancellation and/or you, as the Requestor, to personal responsibility for catering charges associated with the event.

Originating department/group:  Contact person:

Phone number:  Email:

Date of activity:  Event Name:

Participants(check all that apply): Provide sign-in sheet  
 Faculty  Staff  Board  Public  Other

Department account number/name to be charged:

Requestor Name:  Requestor signature: \_\_\_\_\_

Department head/Dean signature: \_\_\_\_\_

President/Vice President signature: \_\_\_\_\_

### Event Information - One form per meal

Building:  Room:  Estimated number of guests:

Have you reserved this room?  Yes  No  
Reservation number:   
(Call to reserve first.)

The Meal(s) will be:

<input type="checkbox"/> Breakfast	Time guests will arrive: <input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	Serving time requested: <input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	Estimated clean-up time requested: <input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM
<input type="checkbox"/> Lunch	Time guests will arrive: <input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	Serving time requested: <input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	Estimated clean-up time requested: <input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM
<input type="checkbox"/> Dinner	Time guests will arrive: <input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	Serving time requested: <input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	Estimated clean-up time requested: <input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM
<input type="checkbox"/> Other Times	Time guests will arrive: <input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	Serving time requested: <input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	Estimated clean-up time requested: <input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM

Requesting:  Plasticware  Chinaware  Table covers  Cloth napkins

Items ordered:

Comments/Special requests:

Sodexo estimated cost including tax: \$ \_\_\_\_\_

### Pick-Up or Delivery

I hereby confirm that I have received the food service/items requested above and hereby authorize payment to Sodexo.

Print and Email this request to Sodexo@nmjc.edu

