

# REQUEST FOR FOOD SERVICES

OFFICE OF STUDENT ACTIVITIES AND CAMPUS PROGRAM

ORGANIZATION \_\_\_\_\_ DATE \_\_\_\_\_

CLUB PRESIDENT \_\_\_\_\_ PHONE \_\_\_\_\_

EVENT TITLE \_\_\_\_\_

EVENT DATE \_\_\_\_\_ EVENT LOCATION \_\_\_\_\_

EVENT HOURS \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

ANTICIPATED ATTENDANCE \_\_\_\_\_ WHAT IS YOUR BUDGET? \$ \_\_\_\_\_

PROPOSED MENU:

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**ACCEPTED** (THE CLUB WILL USE THE COLLEGE'S FOOD SERVICE VENDOR FOR THEIR SPECIFIED EVENT.)

\_\_\_\_\_  
FOOD SERVICE MANAGER

\_\_\_\_\_  
DATE

**DECLINED** (THE CLUB WILL HIRE AN OUTSIDE FOOD SERVICE VENDOR FOR THE SPECIFIED EVENT.)

\_\_\_\_\_  
FOOD SERVICE MANAGER

\_\_\_\_\_  
DATE

**DO NOT WRITE BELOW THIS LINE**

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\_\_\_\_\_  
CLUB PRESIDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR OF STUDENT ACTIVITIES AND CAMPUS PROGRAMS

\_\_\_\_\_  
DATE

WHITE - STUDENT ACTIVITIES

YELLOW - ASSOCIATION ACCOUNTANT

PINK - CLUB

CANARY - COLLEGE'S FOOD SERVICE VENDOR