

# MUHLENBERG CAMPUS CATERING

Name of event:

Date, time, and location of event:

Contact Person and Phone number:

Budgeted amount of event:

Bill event to:

Menu or items requested:

Number of people to be served:

Special Requests:

---

Copies to:

\_\_\_ Mr. Carey Kline, Food Service Coordinator  
AND  
\_\_\_ Head Cook – MEC & COLE  
\_\_\_ Head Cook – MMS  
\_\_\_ Head Cook – MHS

- We will be more than willing to help plan your event if needed just ask for our assistance.
- Please note that a two week notice is required for small parties and meetings and three to four weeks notice for larger events and banquets.
- If catered event is cancelled after the food is ordered the contact person is responsible for the cost of the food.