

Please send completed form to **catering@wncc.edu** to begin the catering process.

**Please submit forms at least one week in advance of event.**

*Prices may vary due to current market conditions.*

\* Required Field

Event Requested By: \_\_\_\_\_

\*Start Time: \_\_\_\_\_ \*End Time: \_\_\_\_\_

\*Billing Info: \_\_\_\_\_

\*Contact Person: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_

\*Name of Event: \_\_\_\_\_

Room #: \_\_\_\_\_

Attention: \_\_\_\_\_

# Attending: \_\_\_\_\_

Special Linen Requests: \_\_\_\_\_

*Extra fees will apply.*

\*Charge Tax: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Special Dietary Needs: \_\_\_\_\_

**AM Set-up Time:** \_\_\_\_\_

**Lunch/Dinner Time:** \_\_\_\_\_

**PM Set-up Time:** \_\_\_\_\_

Bakery Items: \_\_\_\_\_

Entree: \_\_\_\_\_

Cookies: \_\_\_\_\_

Fruit: \_\_\_\_\_

Potato: \_\_\_\_\_

Popcorn: \_\_\_\_\_

Yogurt: \_\_\_\_\_

Vegetable: \_\_\_\_\_

Chex Mix: \_\_\_\_\_

Other: \_\_\_\_\_

Salad: \_\_\_\_\_

Trail Mix: \_\_\_\_\_

\_\_\_\_\_

Dessert: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**Beverage:**

Regular Coffee: \_\_\_\_\_

Decaf Coffee: \_\_\_\_\_

Hot Tea: \_\_\_\_\_

Iced Tea: \_\_\_\_\_

Juice: \_\_\_\_\_

Small Bottled Water: \_\_\_\_\_

Large Bottled Water: \_\_\_\_\_

Soda: \_\_\_\_\_

**Beverage:**

Regular Coffee: \_\_\_\_\_

Decaf Coffee: \_\_\_\_\_

Hot Tea: \_\_\_\_\_

Iced Tea: \_\_\_\_\_

Juice: \_\_\_\_\_

Small Bottled Water: \_\_\_\_\_

Large Bottled Water: \_\_\_\_\_

Soda: \_\_\_\_\_

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Regular Coffee: \_\_\_\_\_

Decaf Coffee: \_\_\_\_\_

Hot Tea: \_\_\_\_\_

Iced Tea: \_\_\_\_\_

Juice: \_\_\_\_\_

Small Bottled Water: \_\_\_\_\_

Large Bottled Water: \_\_\_\_\_

Soda: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

<p>For office use only.</p>
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