



Arcadia University
Catering Order Form



Name: _____

Office/Organization: _____

Budget/Account Number: _____

Phone Number: _____

E-Mail: _____

Date of Event: _____

Time of Event: _____

Room and Building of Event: _____

Number of tables requested from Facilities: **8ft tables** _____ **Round Tables** _____

Additional set up notes: _____

Number of Guests: _____

Do any of your guests have any special dietary requirements we should know about? (Vegan, Vegetarian, Food Allergies) _____

Menu Selection: _____

** Please note if your menu selection offers a choice of several different options, that we will need to know your count and menu selections 72 hrs or three business days in advance**

Beverage Selection: _____

Please E-mail or Fax your completed order form to Jen Rodolfo, Catering Director

E-mail rodolfoj@arcadia.edu

Fax: 215-572-4027

Also, Feel free to call with any questions regarding the menu, x2556.