

Sodexo Catering Order Form

Please Submit Your Catering Request at least 48 Hours in Advance of Your Event.

Complete and e-mail this form to Catering@Marist.edu

If you have any questions, please call catering at 575-3229

*Submitting this electronically does **NOT** confirm your event.

You MUST confirm with a member of the catering staff to ensure your event is planned.

*Your room must be booked with the appropriate department before submitting catering request.

Print or save this form for use

Event Date: Day:	Department Name:
Location:	Name of Event for Billing:
Start Time: End Time: (We will set up ½ hr. before Start Time)	Contact Person:
Number of People:	Email:
Account Number:	Phone #:
Type of Service: (underline or highlight one) <div style="text-align: center; padding: 5px;"> Buffet Cocktail Reception Plated Served (Upcharge) </div> <div style="text-align: center; padding: 5px;"> *Student Catering Menu – for Pick-up (Packaged to Go) </div>	
Type of Partyware: (underline or highlight one) <div style="text-align: center; padding: 5px;"> Compostable Paper Plastic Mobileware Gold Rim China </div>	
Menu Items From the Catering Menu: 	
Any Special Instructions for Set Up: 	
Linens Needed for Guest Seating:	Number of Tables:

All Cancellations Need to be Submitted by E-mail 48 Hours in Advance.