



Event Checklist

Today's Date:

Phone: (916) 278-6786
Fax: (916) 278-3943
Email: catering@csus.edu
catering.csus.edu

When planning your event with Epicure Catering at Sacramento State, please consider the many options we offer. This checklist will help you plan and make online ordering easier!

Date and Time

Event Date*: Event Start Time: Event End Time:

Food Delivery Time: Service Clean-up Time:

**Online ordering is unavailable five or fewer days before your event. If your event is five days or less from today's date, please contact Epicure Catering.*

Will this event include a program? If yes, is the program before or after the food service?

Location

Where will your event be held?
(Building and Room Number)

Linens are provided for the serving tables. Extra linens are available to order through the online ordering system under Linens and More.

☐ Registration Tables ☐ Auction Tables ☐ Display Tables ☐ Exhibit Tables

Guest Information

Who are you serving? What is your guest count?

Please give a close estimate when placing your order. Final numbers are needed three business days before the event to insure all product is on hand.

Do you require a special menu? ☐ Vegetarian ☐ Food Allergy ☐ Special Preference ☐ Other

Please specify:

Menu and Service

What is your budget per person?

How much food should I order?

*Appetizers: 4-6 pieces per person pre-meal; 6-12 pieces per person as appetizer only
Beverages: Pitcher serves approximately 8 guests and gallon serves approximately 15 guests*

What is your type of event?

☐ Informal: breaks for meeting, grab-n-go, beverage service

☐ Casual: breakfast; lunch; buffet; reception

☐ Formal: seated events: working lunches or meals

☐ Other Please specify:

What type of food will you be needing for your event? (Check all that apply.)

☐ Appetizers: passed or stationary, pre-dinner or main affair

☐ Buffet: hot or cold; easy to serve any size group; server available

☐ Seated Service: formal meeting/celebration; special guest

☐ Beverages/Desserts: addition to any meal, afternoon snack

☐ Bar Service: please review our alcohol policy

What type of service will you be needing for your event?

☐ Drop Off: fully disposable service ware; no pick up

☐ Buffet/No China: chafing dishes for hot food; disposable service ware

☐ Buffet/China: china/silverware/linen napkins

☐ Plated: glassware, cutlery, full china, linen napkins, served meal

Payment

How will you be paying for this event? (Please provide approver's contact information, i.e., name, phone and email.)

☐ Credit Card/Campus Procurement Card ☐ Purchase Order

☐ UEI Internal Department Charge

☐ Check

☐ DOC (Dollars for Clubs)

Special
Considerations: