

TODAY'S DATE:	IPR#
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BROWN DINING SERVICES CATERING SERVICE ORDER (revised Jun08)	PHONE: 863 - 2712	FAX: 863 - 9566
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DEPARTMENT:	EVENT DATE:
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GROUP NAME:	START TIME OF EVENT:	END TIME:
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NAME:	LOCATION OF EVENT:
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ONSITE CONTACT:	NUMBER OF GUESTS:
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PHONE:	FAX:	SEE POLICIES AND PROCEDURES ON THE CATERING WEB SITE FOR
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BOX NUMBER:	CANCELLATION POLICIES AS WELL AS GUARANTEE DEADLINES
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BILLING INFORMATION	TYPE OF SERVICE
	CHOOSE ONE

BILLING/FUNDING	DELIVERY ONLY	ALL DISPOSABLE NO SERVICE NO LINENS	
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Account Number	%	SET/CLEAN	STAFF SETS UP/COMES BACK TO CLEAN
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Account Number	%	FULL SERVICE	REQUIRED FOR HOT FOOD EVENTS
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AUTHORIZED SIGNATURE:	PICK-UP	SHARPE REFECTORY ~144 THAYER STREET	
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		CHOOSE ONE
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If charged against a 5-ledger account	CHINA/GLASS	\$2.50 ADDITIONAL PER GUEST	
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	SCROLLWARE	\$1.00 ADDITIONAL PER GUEST	
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Approved by O.R.A.	INITIALS	PAPER/PLASTIC	INCLUDED
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Business Purpose for event:

FOOD & BEVERAGE

1. Please place all catering orders 10 business days prior to event..

2. List Below all the details and food selections for your event

3. Submit one IPR for each event unless it is an ongoing, duplicate event throughout semester

4. Fax over your order to 3-9566 and send over a hard copy to Box 1936 for confirmation

5. Menu available at <http://www.brown.edu/food/catering/>

REMINDERS

Please allow 3 Weeks for your Catering Events Coordinator to assist you with Proper Planning and Completion of Estimates

Would you like to schedule a menu or event consultation? Call the Catering Office 863-2712

DON'T FORGET to order your tables and chairs from Event Support? Don't forget the tables for the food! 863-7820

LIST TABLES ORDERED FOR EVENT:

Would you like to order any special linens?	YES	NO
Would you like to order any Special Order Flowers?	YES	NO