

Please complete the form and submit at least 14 days prior to your event. Your request will be reviewed and you will be contacted as soon as possible.

The requestor is responsible for having tables at the location of service for food. All catering items must be returned to the Catering Dept within 24 hours of your event. If you move your catered event or the supplies; please notify the catering department at x1619 or x 3349.

The form will allow you to list entree selections, quantities, price per person, and totals.

# SHIPPENSBURG UNIVERSITY CATERING SERVICES

Reisner Dining Hall  
 ATTN: Catering Director  
 Shippensburg University  
 Shippensburg, PA 17257  
 Phone: 717-477-1619  
 Fax: 717-477-1637

Date of Event: \_\_\_\_\_  
 Name of Event: \_\_\_\_\_  
 Start Time: \_\_\_\_\_  
 End Time: \_\_\_\_\_  
 Pick-up/Delivery: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Approximate Count: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Contact Fax: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
 Cost Center: \_\_\_\_\_  
 Other Billing: \_\_\_\_\_

University Event: Yes      No  
 China:   
 Scroll:   
 Paper:   
 Waitstaff Needed:

**THE REQUESTOR IS RESPONSIBLE FOR HAVING TABLES FOR FOOD AT THE LOCATION OF SERVICE**

Qty	Description	Price Per Person	Total
<b>TOTAL</b>			

For information/questions please contact Catherine Campbell at  
[Catherine.Campbell@compass-usa.com](mailto:Catherine.Campbell@compass-usa.com) or Suzy Cool at [spcool@ship.edu](mailto:spcool@ship.edu).

All catering items must be returned to the catering department within 7 days of your event.

If you move your catered event or the supplies you must contact  
 the catering department at ext. 3349.