Shippensburg University Catering Service

Reisner Hall
Shippensburg, PA 17257
(717) 477-1619 Fax (717) 477-1637

Catering Request

Revised 6/1/01

Name of Affair: _____ **Date of Affair:** _____

Cost Center: _____ **Start Time:** _____ **End Time:**

Contact Person: _____ **Guest Count:** _____

Address: _____ **Location:** _____

_____ _____

Phone: _____ **Fax:** _____

SELECT TYPE OF SERVICE	
_____ Waitstaff _____ Paper _____ Scroll _____ China	

QUANTITY	MENU ITEMS	PRICE PER PERSON

Requested by: _____

Dean/VP Signature: _____

Date: _____

For Non-University Catered Events

Is your group tax exempt? _____

Tax ID number: _____

Will you be having a program? _____ If yes, is your program before or after your dinner? _____

How long is your program? _____ Approximately

PLEASE COMPLETE ABOVE THE INFORMATION AND SUBMIT TO SUZY COOL AT LEAST 2 WEEKS PRIOR TO YOUR EVENT.
SUZY COOL FAX 477-4000 OR MAIL TO BOX 9, OLD MAIN