



CAMPUS DINING
UT PERMIAN BASIN™

CATERING REQUEST FORM

Please submit a minimum of 7 days prior to scheduled event date.
Final numbers due 72 hours prior to event. 15% Rush Fee for any late orders. Any questions, please email Liz Senn at elizabeth.senn@genuinefoods.com

Department Name:

PO for event:

Requestor Name:

Type of Event:

*Pick up, Drop off,
buffet or plated*

Requester Email:

Number of Guests

Requester Phone Number:

Guest Type

Select all that apply

Event Information

Student

Date of Event:

Faculty or Staff

Time of Guests Arrival:

Presidential/Board

Serving Time Requested:

General Public

Clean-up Time Requested:

Preferred Event Set-up

Style of service, linens needed (if applicable), any additional requests or instructions.

Building:

Room:

Menu:

Please be detailed with quantity, list any allergen/dietary restrictions, etc

I confirm that the information listed above is correct and hereby authorize payment to Genuine Foods.

To be completed by Genuine Foods Staff

Signature:

Total Estimated Cost:

Balance:

Date:

GENUINE