



**University of North Carolina at Pembroke  
Request for Catering Services  
Provided by Sodexo Campus Services**

Name of Function:		
Date of Function:	Day of week:	
Service Requested by:	Phone:	
Today's Date:	Department:	
Account#:	Authorized Signature:	
Location of Function:	Expected #Persons:	
Time/s: Set Up:	Serving Time:	Ending Time:
Special Arrangements:		

Catering Services: 910-775-4194 Campus Line: 521-6360 Fax Number: 910-521-0938  
E-mail Janet.Williams@uncp.edu

Mailing address: Sodexo Campus Services, Chavis Center, PO Box 1510, Pembroke, NC 28372

Linen is provided for refreshment set ups and banquet functions only. Meeting room linen may be rented at an additional cost and must be reserved 14 days prior to the function. Please forward this form to Catering Services upon completion.

PLEASE COMPLETE ONE FORM PER SERVING TIME

<i>Please fill in menu below including any special dietary needs.</i>

Guaranteed Head Count: \_\_\_\_\_

Sodexo will not plan, nor prepare for any event without this completed form.

The service time allocated for catering services is 2 hours. Functions longer than this will incur additional labor charges of \$15.00 per hour, per server. For a successful event, plans should be made at least 14 days prior to the event. A final guaranteed head count is due 72 business hours prior to the event; after this time, charges will be based on the expected attendance.

Catering charges are subject to change.

Thank you for your business!

To be filled out by Sodexo Campus Services:	
Food:	
China/paper:	
Delivery:	
Miscellaneous:	
Tax:	
Total:	