



MOFFITT CATERING

Today's Date \_\_\_\_\_

## Catering Request Form

phone: 415-353-1325 • fax: 415-353-8702 • Monday–Friday 7 am - 5:30 pm

website: <http://www.moffittcatering.org> • email: [Moffitt.Catering@ucsf.edu](mailto:Moffitt.Catering@ucsf.edu)

Contact Name \_\_\_\_\_

Medical Center\*\*: Cost Center \_\_\_\_\_

Department \_\_\_\_\_

\*\* **Required VP approval obtained**

Phone \_\_\_\_\_

\*\***Approving VP Name** \_\_\_\_\_

Email \_\_\_\_\_

Campus: Dept. ID \_\_\_\_\_

UCSF Box # \_\_\_\_\_

Speed Type \_\_\_\_\_

Fax or email this completed form to the above-listed fax number or email it to your event planner.

Orders must be placed 3 full working days prior to the event. Please do not use this form if your event is within 3 days.

Call the Moffitt Catering Sales Office as soon as possible to place your request.

*For personal expenses, Moffitt Catering accepts checks, MasterCard, VISA, or American Express. Sales tax will be added to non-UCSF Recharge orders.*

Order to be Delivered       Order to be Picked Up from Moffitt Catering at \_\_\_\_\_ am / pm

Event Date \_\_\_\_\_

Event/Group Name \_\_\_\_\_

Number of Guests \_\_\_\_\_

Event Location \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event End Time \_\_\_\_\_

*Set-up is 15 minutes prior to guest arrival time. When will the room be open?*

Does your event require china service?

Yes     No

\$6.00 - \$9.00 per person additionally for china service; High-quality disposable serve ware is complimentary with all food & beverage service.

Does your event require event staff? \*

Yes     No

Menus including hot food in chafers require an event safety monitor. Please discuss options with your Catering Event Planner

Have you arranged for tables?

Yes     No

Arrangements for tables can be made through your Event Site Contact or Campus Facilities Department. Please attach a diagram of your room set-up.

Do you need table linen?

Yes     No      How many? \_\_\_\_\_

Is this a "VIP" event?

Yes     No

Special Instructions \_\_\_\_\_

**Food**

**Quantity**

**Beverage**

**Quantity**

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**Please note that this is a worksheet only and NOT a confirmation. You must receive official event confirmation from the Moffitt Catering Sales Office.**