



MOFFITT CATERING

Today's Date _____

Catering Request Form

phone: 415-353-1325 • fax: 415-353-8702 • Monday–Friday 8am - 4:30pm

website: <http://www.moffittcatering.org> • email: Moffitt.Catering@ucsf.edu

Contact Name _____ Medical Center: Cost Center _____

Department _____ Campus: Dept. ID _____

Phone _____ Speed Type _____

Email _____ UCSF Box # _____

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

Orders must be placed 3 full working days prior to 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

\$4.00-\$6.00 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 linens? Yes No How many? _____

Is this a "VIP" event? Yes No

Special Instructions _____

Food	Quantity	Beverage	Quantity

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