**Food Services Request Form**

Primary Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Contact Person: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Business/Institution/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_\_\_

**Section I: Event Information & Description**

*Please attach an agenda and/or other documents, such as flyers, memorandums and etc.*

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Event & Activities:

**Section I: Event Information & Description**

*Please attach an agenda and/or other documents, such as flyers, memorandums and etc.*

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Event & Activities:

**Section II: Cafeteria Requests Requesting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CONTACT INFORMATION: (505) 906-5215 Email: catering@navajotech.edu

Advanced or Same-Day Requests – NTU Cafeteria: Please Select one (1) request type.

* Sign-In (Onsite) # of Guests: \_\_\_\_\_\_ (Max of 50) Breakfast Lunch Dinner
* Sign-In (To-Go) # of Guests: \_\_\_\_\_\_ (Max of 50) Breakfast Lunch Dinner

Two Week Advanced Request – NTU: Please Select one (1) request type.

* Boxed Meals # of Guests: \_\_\_\_\_\_ Pick-up Time: \_\_\_\_\_\_ Pick-up Date:­­­\_\_\_\_\_\_\_\_\_\_
* Refreshments # of Guests: \_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Allergies & Special Dietary Needs:* Yes No

 If yes, please list allergy & number of guests with this specialty:

\*\*Please note that even if the form is filled out, it does not mean that the event will be approved.\*\*

Once this form is filled out, turn it in to the Catering Coordinator who will then provide the invoice that will require all signatures.

Completed **ORIGINAL** forms will then be turned into the Catering Coordinator in person **BEFORE** the date of your event. If the Catering Coordinator does not receive your form before your event, we do reserve the right to decline the service.