

EVENT PLANNING SHEET

Today's Date: _____ Have we done this event for you in the past? Yes / No Past Event Orders (BEOs): _____

First Name: _____ Last Name: _____

Phone Number: _____ Fax Number: _____ Email Address: _____

Day-Of Event Contact Name & Cell Phone (Info Required): _____

Department Name: _____ ASI Club Name: _____

Billing Information (Please Choose One):

CPC or CPF or State Account: (Please fill out the chart field below and include Hospitality Justification form)

Fund: _____ DeptID: _____ Account: _____ Project: _____ Program: _____ Class: _____

Org Key: _____ Object Code: _____

ASI: (We will need an ASI P.O. 7 business days before your event)

Cash Credit Card Check

Party/Event Name: _____

Event Date(s)/Day(s): _____ Guest Count: _____ Budget: _____

Serving (or Pick-Up) Time: _____ (am/pm) *End Time: _____ (am/pm) *Maximum allowed event time is 2 hours

What time will the location be available? (Our Catering Team requires at least a 1.5 hour Set-Up time window): _____

Event Location (Building/Room #): _____

Preferred Catering Style (Please check one):

- Buffet Stations (Attendant to stay throughout event to replenish the buffet tables)
- Break/Continental (Beverages with a few food items; no attendant to stay; crew will clean up after event)
- Delivery (\$25 or 10% Fee) Plated Passed Hors d'Oeuvres Reception
- Pick-Up* (Food/Beverages Only; Paperware - utensils, cups, plates, napkins - must be ordered separately)

Special Food Considerations: Vegetarian Vegan Gluten-Free Celiac Disease Etc. _____

Will your event be serving alcohol? Yes No

Menu Options (Catering Menu Available at <https://www.calpolydining.com/catering/menus/>):

Serveware Preferred: Compostable Paperware Palmleaf Ware (\$2.00/guest) China-Buffer (\$4/guest) China-Plated (Included)

Tables Provided by Client (for Food and Beverage) 6' Tables _____ 8' Tables _____ *complimentary

Additional Tables Provided by Client: 6' Tables _____ 8' Tables _____ 60" Rounds _____ 120" Tall Bistro _____

Preferred Linen Color(s): _____ *Guest linen are \$4/each

Additional Notes:
