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| *This form can be filled out electronically. Use File – Save As to save it to your desktop. Please respond to all fields. When you have completed your order, save your order and send it as an attachment to* *cater@wou.edu**. You will receive an email confirmation of your order from the catering office. If you have any questions, please contact WOU Catering at 503-838-8439.*  |
| YOUR INFORMATION | EVENT INFORMATION |
| Booking Contact:       | Event Name:       |
| Mailing Address:       | Event Date:       |
| Mailing Address:       | Event Day *(of the week):*       |
| Phone:       | Start Time:       End Time:       |
| Email:       | # of Guests:       |
| Department:       | Building:       |
| Index:       | Room:       |
| MENU/NOTES |
| *\*\*All Meals Served Buffet Style Unless Otherwise Noted\*\** |
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