

Sodexo Campus Services

Food Service Request

Lambuth University

This form is designed to assist you in planning food service for your event. Please print, fill out, and submit this form to Dee Jackson or fax to Dee Jackson at 731.425.3361. Once this form has been received, you will be contacted regarding pricing and other inquiries. Please call Dee Jackson with any concerns at 731.425.3212.

Date of Event: _____ Time of Event: _____

Location: _____ Guest Count: _____

Organization: _____ Event Name: _____

Person in Charge: _____ Phone: _____

E-mail: _____

Budget for Food Service (if known): _____

Menu Thoughts: _____

PLEASE CIRCLE SERVICE TYPE:

Delivery and Drop-off

Reception Service

Buffet

Served Plate

Pick-up Service

PLEASE CIRCLE ANY ADDITIONAL ITEMS:

Tablecloths

Napkins

Chinaware or Paperware

Bill to Account: _____

Signature: _____

Date: _____


Making every day a better day