

ROOM & CATERING REQUEST FORM

- 1) ALL CATERING REQUEST MUST HAVE YOUR RESPECTIVE V.P. APPROVAL BEFORE THEY CAN BE HONORED.
- 2) All requests must be submitted 2 weeks in advance. Cancellations or changes must be given 72 hrs prior to the event.
- 3) Security must be present at the college for all events. Special requests must be made for Security for events after 10pm during a weekday, 5pm on Saturday, and all day Sunday.

Please check all that apply: CATERING FACILITIES/SECURITY

NAME OF EVENT: _____ DATE SUBMITTED: _____
 V.P. APPROVAL: _____ CATERING ACCOUNT: 6950-00000-_____
 PERSON MAKING REQUEST: _____ PHONE: _____
 DEPT/ORG: _____
 DATE EVENT: _____ START TIME: _____ END TIME: _____
 HEADCOUNT: _____ FOOD SET-UP TIME: _____

Items Needed

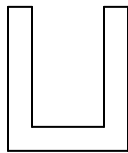
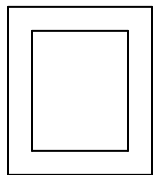
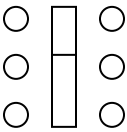
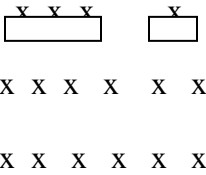
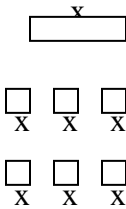
_____ Soda Pop	_____ Regular Coffee	_____ Hot Chocolate w/	_____ Hot Tea
_____ Juice	_____ Decaf Coffee	marshmallows	_____ Iced Tea
_____ Cookies	_____ Tablecloths	_____ Hot Chocolate	_____ Lemonade
_____ Water	_____ Catering	(plain)	

Items to be catered:

Please note: Rooms are available on a first come first served basis and CCSJ reserves the right to substitute rooms based on availability or schedule.

ROOM REQUEST: BBL (Blackbox Lobby) 200 203 1st Floor Lobby
 3rd Floor Lobby Classroom _____ Study Buddy Lounge Study Buddy Café
 Goodman Theater

ROOM SETUP (CIRCLE/HIGHLIGHT):

OPEN "U"	CLOSED SQUARE	BUFFET STYLE	AUDITORIUM	DESK	OTHER
					

Additional Equipment Requested (check item):

_____ Podium/Lectern	_____ Flipcharts/Easel/Markers/Erasers	_____ Large tables for food
_____ Screen	_____ Coat Rack	_____ TV/VCR
_____ Overhead Projector	_____ Telephone	
_____ PowerPoint cart	_____ Extra garbage cans	