### University of Arizona Student Union Memorial Center Catering Inquiry Form

**CLIENT INFORMATION**

**DEPARTMENT/ORGANIZATION**

**CONTACT NAME**

**CONTACT PHONE NUMBER**

**CONTACT EMAIL**

**EVENT INFORMATION**

**TITLE OF EVENT**

**# OF ATTENDEES**

**FOOD AND BEVERAGE**

- □ YES
- □ NO

**MEAL TYPE**

- □ LINEN ONLY
- □ PICK-UP
- □ DELIVERY ONLY
- □ BOXED MEAL
- □ BUFFET MEAL
- □ PLATED MEAL
- □ LIGHT RECEPTION
- □ HEAVY RECEPTION

**EVENT TYPE**

- □ BREAKFAST
- □ AM BREAK
- □ LUNCH
- □ PM BREAK
- □ DINNER
- □ RECEPTION
- □ OTHER (LIST HERE)

**MEAL TYPE**

- □ BREAKFAST
- □ AM BREAK
- □ LUNCH
- □ PM BREAK
- □ DINNER
- □ RECEPTION
- □ OTHER (LIST HERE)

**SERVICWARE SELECTION**

- □ PLASTIC
- □ CHINA (add $3/person for events outside of Student Union)
- □ COMPOSTABLE (add $2/person)
- □ OTHER (LIST HERE)

**EVENT LOCATION**

- □ STUDENT UNION
- □ ON-CAMPUS
- □ OFF-CAMPUS

**EVENT SETUP TIME (IF NEEDED)**

**ROOM NUMBER/NAME**

**ADDRESS**

**CITY**

**STATE**

**ZIP**

**SPECIAL LOCATION NOTES**

**REQUESTED FOOD ITEMS**

**REQUESTED BEVERAGE ITEMS**

**ADDITIONAL LINENS NEEDED**

- □ YES
- □ NO

**LINEN COLOR**

**ALLERGY AND/OR DIETARY RESTRICTIONS (LIST HERE IF APPLICABLE)**

- □ YES
- □ NO

**VIP GUESTS (LIST HERE IF APPLICABLE)**

- □ YES
- □ NO

**EVENT SETUP INFORMATION**

- □ CONFERENCE
- □ THEATER
- □ RECEPTION
- □ CLASSROOM
- □ BANQUET ROUNDS
- □ U-SHAPE
- □ HOLLOW SQUARE

- □ CRESCENT ROUNDS
- □ EXISTING
- □ OTHER (LIST HERE)

**AUDIOVISUAL INFORMATION**

- □ PROJECTOR & SCREEN
  - $90 - $295
- □ SCREEN ONLY (CLIENT BRINGING OWN PROJECTOR) - No Charge

- □ LAPTOP
  - $175
- □ PODIUM
  - No Charge

- □ MICROPHONE
  - $25

**ADDITIONAL AUDIOVISUAL NEEDS**
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<tr>
<th>BILLING INFORMATION</th>
<th>SPECIAL PAYMENT ARRANGEMENT (LIST HERE)</th>
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<tbody>
<tr>
<td>PAYMENT TYPE</td>
<td>□ UACCESS     □ CREDIT CARD □ CASH □ CHECK</td>
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