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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*](mailto: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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