



### **Catering Request**

Fill out if your event requires catering services. There are multiple fields in case your event should need multiple catering services for larger events.

**Please detail your menu choices via email. Don't forget your beverages!**

**Caterer Requested:**

**Date needed:**

**Drop-off or pick-up time:**

**Drop-off location:**

**Drop-off contact to receive food (name and phone):**

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*If your chosen caterer only offers pick up, you will be responsible for picking up the food. Note that Panera does not deliver on the weekends, and they prepare food on Fridays prior to weekend events.*