

**BON APPÉTIT**  
MANAGEMENT COMPANY

*food services for a sustainable future®*

# Catering Request Form

To receive an estimate for services or to submit a catering order, complete and submit the following form. Please be sure to reserve rooms and/or tables for catering usage with time allowing for set-up, allotted event time, and breakdown. We will respond to all catering requests during our normal business hours: Monday-Friday, 9:00am-5:00pm.

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Department: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Title: \_\_\_\_\_ Time: Start: \_\_\_\_\_ End: \_\_\_\_\_

Event Location: Building: \_\_\_\_\_ Room: \_\_\_\_\_ Guest Count: \_\_\_\_\_

Billing Info:  Cost Center # \_\_\_\_\_  \*Credit Card  Check

Event Type:  Breakfast  Lunch  Reception  Dinner  AM Break  PM Break  Beverages Only

Service Ware:  Plastic/Disposable  China  Glassware  Bar Set-up

Room Set-up:  Buffet  Plated  Delivery (with set-up)  Pick Up  Reception

\*Please request Credit Card Billing Form if paying with Credit Card.

Bon Appétit Catering Menu Selections	
Item	Qty.

Additional Instructions:

Catering Request Forms are accepted via email at [catering@law.georgetown.edu](mailto:catering@law.georgetown.edu) or feel free to visit us at the Bon Appétit office in the Market Café in McDonough 109. If you have any questions, you may call our Catering line directly at 202-662-9046.