|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name:**  |  | **Today’s Date:**  |  |
| **Event Date:**  |  | **G/L Code:**  |  |
| **Event Start Time:**  |  | **Event End Time:**  |  |
| **# Boarders:** **# Day Students:** **# Staff:** **# Parents:** **# Other Guests:**  |  | **Type of Event** **(Meeting,** **School Event,** **Reception,** **Coffee, Bagged Lunches, Tea** **Service, BBQ,** **Beverage** **Service)** |  |
| **Location and** **Building:**  |  | **Linen/supplies request:**  |  |
| **Contact email:**  |  |
| **Phone extension:** |  | **Dietary** **Restrictions:** Be Specific |  |
| **Contact Name:** |  |
| **Director’s Name & Approval:** |  |

**SMUS Internal Catering Request Form**

STEPS TO SUCCESFUL CATERING:

STEP 1: EMAIL catering@smus.ca and have a Pre-Event Discussion with Luke Taylor (GM) or John Waller (Executive Chef) and Define your Goals for this event

STEP 2: Consider your budget, get approval and GL Codes

STEP 3: Provide Ample notice, 72 Hours Minimum for Simple events. And 2 Weeks’ notice minimum for any other event. Please remember we need to staff and work with our vendors to make a memorable event.



|  |  |  |  |
| --- | --- | --- | --- |
| **Break/Meeting Snacks (Include Details)**  |  |  |  |
| **Catering Requests (Include Details)** |  |  |  |
|  |  |  |  |
| **Other (include details)**  |  |  |  |