|  |  |  |  |
| --- | --- | --- | --- |
| **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](mailto: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)** |  |  |  |