

Cypress College Dining Services Catering Request

YBH Restaurants (Cali Grille/Sbarro/Baja Fresh/Seattle's Best)

Smaller catering events require 5 working days notice prior to the event. Larger or more complex catering events require 15 working days notice prior to the event. Please allow 2-5 working days to receive a quote.

Please fax to 714-484-7468 or email to diningservices@cypresscollege.edu,

Campus Organization/Department: _____	Name of Event: _____
Contact Name: _____	Event Date: _____
Phone #: _____ Fax #: _____ Cell #: _____	M T W Th F S Sn (circle one)
Email Address: _____	Event Time: _____
Budget # _____	Event Location: _____
Supervisor/Advisor Signing for Budget Release: _____	Expected # of Attendees: _____
_____	Did you File an ACTIVITY AND/OR FACILITY REQUEST? Y / N

PLEASE DESCRIBE YOUR EVENT AND YOUR CATERING NEEDS: _____

Additional Catering Services Offered- charges may apply (Circle one):

- Order for Pick-up Y / N If yes; please specify time of pick up: _____
 - Delivery: Y / N Location if different from location of Event: _____
 - Set-Up & Tear-Down Y / N Set-up time _____ Tear down time _____
 - White Table Linen: Y / N If yes, how many including serving tables _____ Table Size: _____
 - Buffet Style with Chafing Dishes: Y / N
 - China & Silverware: Y / N If yes, how many sets: _____
 - Customizable Meal Boxes Y / N If yes, how many total: _____ Non-Vegetarian: _____ Vegetarian: _____
 - Wait Staff during Event: Y / N If yes, how many wait staff and for what times: _____
 - Allergen or Dietary Needs: Y / N If yes, please describe _____
- How will the food be served: Buffet/Individually Plated?