



Campus Catering

Date: _____

New Event - - Order Form

Full Service

Taste To Go

Pickup 3rd Flr. Corey (Catering Kitchen)

Contact Name & Phone Number					
Organization Name				Guest Count	
Party / Event Name				How many tables?	
On Site Contact Name				How many guests per table?	
Event Date			Day		
Event Location <small>(3rd Flr. Corey-Catering-TTG)</small>					
Event Start Time <small>(pick up time for TTG)</small>			End Time		
Food Start Time			End Time		
Has client submitted SUNY Cortland room request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
Desired Menu:					
Standard Menu on Catering Website					
Special Menu Requests must contact Catering Staff x 4626					
Please indicate # by flavor for Wraps & Sandwiches Ex. 10-Turkey, 10-Ham					
Alcohol Permit Needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
*Corey Union Events do not need a Permit. All others require a (45-Day Notice) for alcoholic beverages to be served. See Catering website.					
Service ware	<input type="checkbox"/> Standard		<input type="checkbox"/> Classicware		<input type="checkbox"/> China
Linens	<u>color</u>	<u>quantity</u>	<u>color</u>	<u>quantity</u>	<u>quantity</u>
	tablecloths				skirting _____ black _____
	napkins				
notes:					
Surcharges (if any) & Parking	A 15% surcharge will be added to orders NOT received (10 Days) prior to event. Late CHANGES will also incur a 15% fee.				

Please e-mail completed form to Catering@cortland.edu Catering Website: <https://www.cortlandaux.com/dining-services/catering>

You must call catering directly at least 10 days prior to your event at 607-753-4626
* If alcoholic beverages are to be served, review alcoholic beverage permit / serving procedures