



## NCCU CATERING SERVICE REQUEST

*Please complete and fax or mail to our office below as soon as possible.  
Request must be received at least five (5) working days prior to your event.*



Group Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Function Date: \_\_\_\_\_ Serving Time: \_\_\_\_\_ AM/PM

Location: \_\_\_\_\_ Breakdown Time: \_\_\_\_\_ AM/PM

Type of Service: \_\_\_\_\_ No. of Guests Expected: \_\_\_\_\_

Food Items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beverages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Miscellaneous Items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*A confirmation will be faxed within 24 hrs. Thank You for letting us service your event.*

1801 Fayetteville Street  
Durham, NC 27707  
(919) 530-7802  
(919) 530-7768