



## NCCU CATERING SERVICE REQUEST

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

Organization Name/ Department: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact's Cell Phone Number: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_ Contact Fax Number: \_\_\_\_\_

Function Date: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Name of Building for Event: \_\_\_\_\_ Room Number: \_\_\_\_\_

Type of Service (please circle one): Drop Off, Pick Up from Cafeteria, Buffet, Reception or Served Meal

**Program Start Time:** \_\_\_\_\_ AM/PM    **Food Start Time:** \_\_\_\_\_ AM/PM    **Breakdown Time:** \_\_\_\_\_ AM/PM

\*Please make a separate request for each request (i.e. breakfast, lunch)

Food Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

A Banquet Event Order will be e-mailed to you within 24 hours for your review and approval.

Thank You for using NCCU Catering Services

1801 Fayetteville Street  
Durham, NC 27707  
T: (919) 530-7802  
F: (919) 530-6810  
catering@nccu.edu