



## Catering Request Form

Email Completed to form to [c.w@oicofwa.org](mailto:c.w@oicofwa.org) and [er.g@oicofwa.org](mailto:er.g@oicofwa.org)

### Event Information

Date of Event \_\_\_\_\_ # of Guest \_\_\_\_\_  
Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Room # \_\_\_\_\_ (If applicable) \_\_\_\_\_

### Type

☐ Breakfast ☐ Lunch ☐ Dinner ☐ Appetizer

### Dietary Preference

☐ Vegan ☐ Vegetarian ☐ Gluten-Free ☐ Nut Allergies ☐ Other

### Option

☐ Pick Up ☐ Delivery ☐ Full Service  
Time: \_\_\_\_\_ AM/PM Time: \_\_\_\_\_ AM/PM

### Requester Information

Date of Request \_\_\_\_\_  
Full Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

### OIC Internal Requester

Fund Number	
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### OIC Catering Supervisor

Confirmed Event Date	
Confirmed Costs	
Confirmed and Submitted PO/Purchase needs	

Revised 4/21/24