

CATERING EVENT REQUEST FORM

Tell us about your on-campus meeting or event. We'll work hard to make it easy for you and special for your guests!

CATERING GUIDELINES

All orders require a minimum notice of:

- 48 hours for drinks and snacks.
- One week for any request.

Orders can be placed via email at DINING@COLUMBUSACADEMY.ORG.

Orders can be picked up or delivered:

For questions, please contact: SAGE Manager (DINING@COLUMBUSACADEMY.ORG).

Additional notes: Events are subject to an overtime rate.

TELL US ABOUT YOUR EVENT

Event name:

Contact name:

Phone and email:

Event date:

Day of the week:

Event start time:

Event end time:

Event setup time:

Estimated guest count:

Location/room:

Disposable or washable tableware:

Linen size:

Number of linens:

Number of attendants required:

Additional notes:

CATERING EVENT REQUEST FORM

MENU

Guest count:

Menu Item

Details

