

CATERING INQUIRY FORM

CONTACT INFORMATION

Planner Contact Name: _____ Phone: _____

Email Address: _____ Fax: _____

ORGANIZATION INFORMATION

Name of Organization: _____

Street Address: _____

City: _____

State: _____ Suite: _____

Country: _____ Zip: _____

Organization Type (check all that apply):

☐ Campus Department ☐ Government ☐ For-Profit ☐ Non-Profit

☐ Individual ☐ Student Organization ☐ Educational Institution

*If non-profit, is it also tax exempt? ☐ Yes ☐ No (IRS determination letter will be needed)

Is your organization being co-sponsored by an on-campus department? ☐ Yes ☐ No

EVENT INFORMATION

Official Event Name: _____

Purpose of Event: _____

BILLING INFORMATION (DOCUSIGN CONTRACT)

(Signees) Name (First and Last), Number, Email: _____

(Receives a Copy Only) Name (First and Last), Email: _____



Catering Event Services
800 Font Boulevard
San Francisco, CA 94132
Suijan.Li@sodexo.com
P: (415) 307-6497

Description of activities planned for the event (please attach itinerary of event, set up team arrival , guest arrival, event time, catering service time, end of the event, rental hours as appropriate) (Please note we do require 1.5-2 hrs of setup time):

ATTENDANCE INFORMATION

Total Estimated Attendance: _____

Do you expect any high-profile guests at your event? ☐ Yes ☐ No

MISCELLANEOUS INFORMATION

Will the conference/event be open to the public or private? ☐ Public ☐ Private

Does your event require linens? ☐ Yes ☐ No If Yes, please list how many and what kind (Rectangle, Round):

Do you prefer China or Compostableware (paper plates, napkins, utensils) for your event? ☐ China ☐ Compostable

For compost purposes, minimize paper consumption by offering reusable items? ☐ Yes ☐ No

Offering composting and recycle bins? ☐ Yes ☐ No

Have signage for composting and recycling? ☐ Yes ☐ No

VENUE INFORMATION

Which venue(s) will the catering service take place?

EVENT DATE(S) & TIME(S) (include the time needed for setup and breakdown)

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

If event has multiple dates with various locations, please include those details below:

Does the venue have tables for food and beverage, please note size and shape of tables? ☐ Yes ☐ No

Does the venue have a kitchen? ☐ Yes ☐ No

Does the venue have access to water? ☐ Yes ☐ No

Does the venue have trash cans? ☐ Yes ☐ No

Does the venue have a room or space for catering equipment to be stored/or used for catering employees?
☐ Yes ☐ No

MENU

Is this order a delivery service or full service event (requires staffing), Please note any food that requires sternos must have Sodexo staff on site per fire regulations: ☐ Delivery Service ☐ Full-service event

Link to Catering Guide: [SFSU CATERING GUIDE 2023 \(sodexomyway.com\)](https://www.sodexomyway.com/SFSU-CATERING-GUIDE-2023)

Please list food and beverage order:



Catering Event Services
800 Font Boulevard
San Francisco, CA 94132
Suijan.Li@sodexo.com
P: (415) 307-6497

CAKE ORDER:

Half Sheet (Feeds 45) or Full Sheet (Feeds 90) ☐ Yes ☐ No

Inscription: _____

Flavor: _____

Filling: _____

Icing: _____

CAKE FLAVORS:

- Angel Food
- Banana
- Carrot
- Chocolate
- Chocolate Chip
- Confetti
- Coconut
- Cookies N Cream
- Lemon
- Marble
- Red Velvet
- Tiramisu
- Toasted Almond
- Tres Leches
- White
- Yellow

FILLING:

- Cherry Filling
- Chocolate Buttercream
- Chocolate Mousse
- Coconut Mousse
- Crème Brulee
- Custard
- Dulce De Leche
- Strawberry Jam
- Fudge
- Ganache
- German Choc
- Lemon Filling
- Mango Mousse
- Raspberry Jam
- Tiramisu Mousse Filling
- Whipped Cream

ICING:

- Chocolate Buttercream
- Chocolate Whipped Cream
- Cream Cheese
- Ganache
- German Choc
- Lemon Buttercream
- Whipped Cream
- White Buttercream
- Vanilla Bean Mousse
- Tiramisu Mousse Frosting
- Toasted Almond

ADDITIONAL INFORMATION

[X] Please note that final changes on guest count, orders and details are due 5 business days before the event at 10am.

[X] DocuSign contracts are due with all signatures before the event

[X] For any events that is not located in Seven Hills or the Towers Conference Center, food and beverage tables must be ordered through Conference and Events Services who will apply the additional charge.

[X] For any event that requires bar service, you must fill out an Alcohol Clearance Form that is located in your SFSU DocuSign forms. Sodexo needs a completed form. Student Organizations are prohibited to have this service.

[X] Any cancellations 4 business days or less will result in food and beverage charges based on what have already been purchased.