



## PEPPERDINE CATERING SERVICES CATERING REQUEST FORM

### YOUR INFORMATION

---

Contact Name:  
Department:  
Extension:  
Today's Date:  
Event Date:

Event Location:  
Event Start Time:  
Event End Time:  
Number of Guests:

### YOUR EVENT

---

<b>Type of Service:</b>	Buffett	Preset	Served	Reception
<b>Tableware:</b>	China	Plastic		
<b>Linen:</b> <i>(number needed)</i>	Round Table ____	Rectangular Table ____		Napkins ____
<b>Linen Colors:</b>	Black Blue (Light) Blue (Royal) Burgundy	Hunter Green Ivory Orange <i>(Napkin Only)</i> Pink		Red Rose Seafoam White

### YOUR EVENT

---

**Please Indicate Your Menu Selection(s):** *(Please refer to our Catering Guide for more information)*

**Please Indicate Any Special Requests:** *(Please contact the Catering Department for Approval)*

### PAYMENT

---

Please contact the catering department directly at (310) 506-4121 or (310) 506-6367 to provide payment information for your event. Receipts will be mailed to you after your event.

### ADDITIONAL INFORMATION

---

**Confirmation:** We will confirm the receipt of your catering request form within 48 hours of receipt. Additionally, we will confirm your event with you 24 hours in advance of our service.

**Room Reservations:** Please contact Special Programs at (310) 506-4264. For parties less than fifteen people, please book the room one hour before and one hour after your event. For parties over sixteen people, please consult the Catering Department for recommendations on additional hours needed for set-up and clean-up.

**Tables and Chairs:** Please contact Campus Planning & Operations (CPO) at (310) 506-4140. CPO requests a two week notice for set-up requests.

