

# Catering Request Form

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Requester Name:

Requester Email:

Requester Mobile:

Event:

Date Needed:

Preferred Delivery Time:

Location where food is to be delivered:

Please note that there is usually a 30-minute window for delivery times. The TA is expected to be available to receive the catering order.

Course Name + Number:

Retailer/Caterer:

Estimated Attendance:

| Item ordered | Quantity | Cost/Price (\$): |
|--------------|----------|------------------|
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|              |          |                  |
|              |          |                  |
|              |          |                  |
|              |          |                  |
|              |          |                  |

Delivery charge/fee:

## Catering Request Form



MIT program  
in art, culture and  
technology  
School of Architecture + Planning

Food Allergies:

Date Needed by:

Source of funds to cover order, e.g., Class account:

Purpose of Purchase:

### Notes:

Please return the completed form to Kevin McLellan, E15-209, [poet@mit.edu](mailto:poet@mit.edu). If being reimbursed, let Kevin know if the person being reimbursed has a direct deposit through Atlas.