



# Event Inquiry Sheet



Client Name:

Client Address:

Client Phone Number:

Client E-mail:

Client Fax Number:

Account Number (including Object Code):

Event Name:  Event Location:

Event Date:  Service Ware: (check one)  China  Compostable

Event Type:  Green Gourmet  Cornell Catering  Sit Down  Reception  Buffet  Other

Bar: (check one)  Beer/WineSoda  Full Bar  Non-Alcoholic  No Bar

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

Menu:

Please Fax or E-mail: 607-255-0746 or [catering@cornell.edu](mailto:catering@cornell.edu)