



Tufts Catering Customer Order Form

Event Information

Please be sure to save this form to your computer BEFORE entering any information.

Contact Person: _____ Contact's Phone: _____

Event Date: _____ Request Date: _____

Event Title: _____

Sponsoring Department: _____

Guest Count: _____ Start Time: _____ End Time: _____

Please reserve location online at <https://roomscheduling.tufts.edu/VirtualEMS/> or contact the room curator directly for rooms not listed in the Tufts Space and Resource Reservation System.

Campus Building Name: _____

Floor and Room Number: _____

Onsite Contact: _____ Onsite Contact's Phone Number: _____

Billing Information

Funding Department Name: _____ Campus Address: _____

DEPT ID Authorization Name: _____ Bill to DEPT ID: _____

DEPT ID Authorization Title: _____ Account Number: _____

The event engager who submits this document assumes responsibility for all charges applied to the listed DEPT ID and is assumed to have permission to bill this DEPT ID.

Order Information

Choose Service Option: _____

For a description of each service type visit <http://catering.tufts.edu/plan/service-types/>

Do you require china for your event? _____

Do you require glassware for your event? _____

Events that require china and/or glassware must select Full Service.

Do you require linen for your event? _____

Linen provided will be ivory unless a different color is requested

Please list the number and sizes of tables that will require linen: _____

Tufts Catering provides tablecloths, however tables and chairs must be ordered from facilities. If unsure of your table needs, your Tufts Catering Representative can assist you with planning



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Event Set up Information

Tables and Chairs: To arrange for the rental and/or set up of tables and chairs, please submit a request to facilities <https://fsrequest.tufts.edu/WebMaint/>. Be sure to arrange for adequate furniture for guests as well as food and beverage service.

Custodial Services: Trash removal and room cleaning should be arranged with facilities. These services are not provided by Tufts Catering.

Police Detail Officer: If you will be serving alcoholic beverages at your event. Please contact Tufts University Police to schedule security <http://publicsafety.tufts.edu/police/detail-request/>

For additional information regarding event planning please visit: Access Tufts at <https://access.tufts.edu/plan-an-event-medford>

Menu Information

- Choose your menu by visiting the Tufts Catering website at <http://catering.tufts.edu/>. Then, in the space on the next page, please cut and paste or type in your menu selections.
- You can download a PDF version of our menu here http://catering.tufts.edu/assets/Tufts_Menu_v29.pdf
- If you would like to duplicate a menu from a previous event, please provide the event name and date and we can look it up for you.

Submitting your order

- After completing this form, save it to your computer referencing the event name and event date
- Set up a meeting in your Outlook Calendar on the date and time of your event and invite Tufts Catering myfoodorder@tufts.edu. Attach a copy of the completed order form to your meeting invitation
- We will accept your meeting request and you will receive an email notification – **please be aware that this is only to notify you that your request was received – your order is not confirmed yet**
- A Tufts Catering Representative will contact you by phone for email to review your order.
- You will receive a proposal to confirm your order. **If you do not receive a proposal – please call the Catering Office.**



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Menu Details

Please inform us if anyone in your party has a food allergy.