

# Northwestern | NORRIS CENTER

## Norris University Center SPECIAL FOOD REQUEST FORM

\*\*\*Forms must be turned in at least 10 business days prior to the event dates\*\*\*  
\*\*\*NO EXCEPTIONS TO THIS POLICY\*\*\*

### PART A: COMPLETED BY STUDENT ORGANIZATION

Name of Student Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Special Food Request Items & Reasons for Request:

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Is this part of a bake sale/food-based fundraiser

Yes

No

Will items be donated from an outside catering vendor?

Yes

No

If yes, please indicate items above.

Food will be purchased or donated from: \_\_\_\_\_

Contact at restaurant: \_\_\_\_\_

Phone: \_\_\_\_\_

### PART B: COMPLETED BY NORRIS UNIVERSITY CENTER

Approved: \_\_\_\_\_  
(Norris Executive Director)

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
(Northwestern Dining District Manager)

Date: \_\_\_\_\_

Date Received: \_\_\_\_\_