



## Food & Beverage Form

Please submit the completed form to the VMBS Scheduling & Events email at [vmbs-scheduling@tamu.edu](mailto:vmbs-scheduling@tamu.edu) **at least two weeks prior to the event.** This form must be completed, and all on-site caterers must be approved by the VMBS.

<b>Contact Name:</b>	<b>Email:</b>
<b>Work Phone:</b>	<b>Cell Phone:</b>
<b>Organization/Dept. Name:</b>	
<b>Event Name:</b>	<b>Estimated Attendance:</b>
<b>Event Dates(s):</b>	
<b>Event Location(s):</b>	
<b>Event Start Time:</b>	<b>Event End Time:</b>
<b>Serve Start Time:</b>	<b>Serve End Time:</b>
<b>Name of Caterer:</b>	
<b>Menu (food and beverage):</b>	
<b>Level of Service:</b> Box Lunch      Self-Serve      Buffet – Compostable      Buffet – China      Plated Meal	
<b>Type of Service:</b> Pick-up by Group      Drop-off Delivery      Caterer Present	
<b>Additional Information:</b>	
*If day-of/on-site contact is different, please include contact information here.	
<b>FOR VMBS DEAN'S OFFICE USE ONLY</b>	
<b>Date Received:</b>	<b>Set-Up Type:</b>
<b>Approved:</b> Yes      No	<b>Date:</b>
<b>VMBS Approval Signature:</b>	