PERKINS
MANAGEMENT SERVICES

Please Return form to:

email: lccatering@perkinsusa.com **Phone: 704-216-6018**

Event Date (Day, Month, Date, Year)	Event Name	Location of Event	Event Set Up Time	No. Of Guests
Meal Time (If Different from Set Up Time)	End Time	Contact Person	Campus/Outside Group	Department
			Campus Outside Group	
Contact Person Phone	Email	Fax		
Address (Street)	City	State	Payment Method	
			PO # Cash Credit Card Check	
Zip Code	Zip Code			

Type of Service: BREAK Buffet Service Served Meal Reception

Menu:	**Desserts:**
	Beverages:

Set-up Instructions:

Special Linen, Centerpieces, China Request:

Linens:	Color: no preference	Size: 85(covers table top) 90(Covers Half to Floor) 120(To the Floor)
Linen Napkins	Color:	Yes NO Yes NO Yes NO
China Service: Yes NO		
PlasticService Yes NO		
Paper Napkins: yes	Color: no preference	

******PLEASE BE AS DETAILED AS POSSIBLE******

CANCELLATION POLICY & FINAL GURANTEE IS DUE 72 HOURS PRIOR TO THE EVENT