

Loyola University New Orleans College of Law
Catering Request

Please note: A minimum of one week advance notice is required. Please submit your request as soon as your event is planned.

Keep in mind that when booking your room you must include time for setup and breakdown! Please check with Judy on how much time is required for your event. Judy can be reached by phone 504-861-5491 or e-mail at Corcoran@loyno.edu.

Please print clearly _____ Date of request: _____

Name: _____ E-mail: _____ Cell phone # _____

Department/Organization: _____

Date of event: _____ Start time: _____ End time: _____ Room # _____

Nature of meeting/event: _____

Type of food requested (delivery only): _____

Number of guests: _____ Budget amount: _____

Method of Payment: _____
(credit card, department account, purchase order, or check request)

Additional instruction: _____

Please attach the following:

1. Copy of room reservation
2. Copy of any announcements advertising this event

Approved Declined

Signature: _____ Date: _____

Judy Corcoran, Event Coordinator