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## STARK CAMPUS FLASH BISTRO CATERING ORDER ForM

##### - PLEASE ALLOW A MINIMUM OF 48 HOURS NOTICE FOR ALL CATERING EVENTS

**- PLEASE ALLOW A MINIMUM OF 14 DAYS NOTICE FOR WEEKEND EVENTS (MINIMUM OF 50 PEOPLE)**

**Send this completed form to Jessica Anderson via campus mail or scan/email to jander22@kent.edu.**

Department: Interdepartmental Accounting Code for Billing:

Contact Person: Contact Phone:

Contact Email: Event/Onsite Contact:

**Event Name**: **# of Expected Attendees:**

**Attendees and Organization List: (Required)**

**Date(s) Requested**: Event Beginning Date: Event Ending Date:

**Time(s)**: Set up Time: Beginning Time: Ending Time:

**CATERING (Please refer to the Flash Bistro Catering Menu for menu details)**

***Check each item to be ordered***

**Beverage Only Breaks** *(minimum 10 people)*

⁪ Coffee & Tea w/Water ⁪ Assorted Beverages ⁪ Large Pot of Coffee ⁪ Small Pot of coffee Decaf needed: Y N

**Morning Breaks** *(minimum 10 people)*

⁪ Wake-up Call ⁪ Morning Sunshine ⁪ Breakfast Buffet

**Lunch** *(minimum 10 people)*

⁪ Classic Box Lunch ⁪ Sandwich Platter ⁪ BBQ on the Side ⁪ Pizza for a Party ⁪ Taco Bar ⁪ Pasta Bar ⁪ Soup & Salad

**Afternoon Breaks** *(minimum 10 people)*

⁪ Cookies & Fruit ⁪ Cookies & Drinks ⁪ Cookies & Coffee ⁪ Cheese & Veggie Tray ⁪ Grab Bag Snacks

**A la Carte Menu**

⁪ Soft Drinks ⁪ Bottled Water ⁪ One Dozen Assorted Cookies ⁪ Popcorn Machine Rental

**Other Break Station Requests** – Contact Jessica Anderson (x55131) to discuss your catering needs.

**DELIVERY LOCATION**

**Main Hall**

⁪ Conf. Room 1 ⁪ Conf. Room 2 ⁪ Conf. Room 3 ⁪ Conf. Room 4 ⁪ Auditorium Lobby ⁪ 4th Floor Faculty Lounge

⁪ Lower Level Lounge ⁪ MH Classroom # \_\_\_\_\_\_\_\_\_\_ ***\*No food or beverages in computer labs\****

**Library**

⁪ Directors Conference Room (small) ⁪ Conference Room (large) ⁪ 2nd Floor Conference Room ⁪ Classroom # \_\_\_\_\_\_\_\_\_

# Campus Center

⁪ Conference Room 21 ⁪ Conference Room 45 ⁪ Fireplace Lounge, 1st Floor (near Flash Bistro) ⁪ Lobby, 1st Floor (near Bookstore)

⁪ Patio entrance (inside south doors near kitchen) ⁪ Patio (outside near Bookstore) ⁪ Lobby, 1st Floor (outside entrance to Flash Bistro)

# Fine Arts

⁪ Upper Lobby (outside theater) ⁪ Conference Room (near faculty lounge) ⁪ Lower Level Lobby ⁪ Classroom # \_\_\_\_\_\_\_\_\_\_

**Science & Nursing** ⁪ Classroom # \_\_\_\_\_\_\_\_

# ⁪ Recreation & Wellness Center

**Other Location:** ­­­­­­­­­­­­­­­­

**How to ensure your request is processed and your food items delivered on time?**

1. Call Jessica Anderson at 330-244-5131 or email jander22@kent.edu to discuss your plans and ideas.
2. Complete a *Room & Space Scheduling Form* with the Business Office to ensure your delivery location is reserved and set up to your specifications. **Please remember to request tables for food from the Business Office.**
3. A detailed banquet event order (BEO) will be emailed to you. The BEO must be signed and returned 3 working days prior to your event.

Revised June 2022