

Food Waiver Information Sheet

Due 2 business days prior to the event

Event Host Information:

Name of Individual: _____

Organization Name: _____

Phone Number: _____ Email: _____

Event Information:

Type of Event: _____ Location: _____

Date of Event: _____ Event Time: _____ Serving time: _____

Food & Beverage Information:

Source of food:

- Self-prepared
- Prepared food purchased from grocery store
- Restaurant take-out; Name: _____
- Off-campus caterer; Name: _____

If self-prepared:

Location food/beverage will be prepared? _____

Date & Time food/beverage will be prepared: _____

Specific food that will be prepared (may attach recipe): _____

If purchasing prepared food from grocery:

Please list grocery store and specific items that will be served:

If restaurant take-out or off campus caterer:

Please attach a copy of menu with items being served circled or provide copy of catering contract.

Please post near or by buffet or table where menu items will be served:



Please be aware that the menu items served here may contain ingredients that are known allergens.



Dairy



Gluten



Seafood



Soy



Egg



Peanuts



Shellfish



Tree Nuts

Detailed ingredient lists are not available. If you have food allergies, please consider an alternate dining option.