SWOSU Student Union/Conference Center Food & Facility Contract

Date Booked: Date revised: **For office use only** Date Confirmed: **For office use only**

Event Title:	Event Date (e.g.1/1/2010):	1. **Three day prior notice is required on head count,**
Department:	Organization:	2. **Sponsoring campus organization must present a green sheet to the Student Union to waive the facility fee.**
Contact Person:	Guaranteed Number:	3. **By signing this application the Sponsoring Organizations agree to abide by all policies and procedures of Southwestern Oklahoma State University.**
Contact Number:	Setup Time:	
Billing Address:	Start Time: End Time:	
City, State, Zip:	Serving Time:	

Student Union Requested:	Room Setup Number	Number of Chairs
☐ Ballroom		
☐ East Ballroom		
☐ Bonny Board Rm		
☐ Lobby Area		
☐ Bulldog Beanery		
1. Theater 2. Classroom 3. U-shape 4. Round 5. Banquet 6. Registration (Display/Exihibit(table)		

Conference Center Requested:	Room Setup Number	Number of Chair
☐ Redbud Hall		
☐ Sunflower		
☐ Mesquite		
☐ Primrose		
☐ Dogwood Room (E)	Meeting Rooms	8-10
☐ Teak Room (W)		10-12

Equipment Needs:	Table Selection
☐ LCD proj. w/screen	☐ Round
☐ Podium w/mic	☐ Student Union 8f
☐ Wireless Ear Mic	☐ Conf. Ctr 6ft
☐ CD/DVD Player	
☐ Head table #	

Breakfast: ☐ Brunch ☐ Continental ☐ Traditional

Pastries, Hot & Cold Trays. Hors d'oeuvers & Pizza:

Lunch: ☐ Box ☐ Sack

Sandwich:

Side:

Fruit:

Beverage:

☐ Hand Served ☐ Buffet ☐ Delivery ☐ Pickup

Entrée:

Sides:

Salads:

Dessert:

Bread:

Beverage:

Specialty Arrangements:	
	Delivery Charge:$
	Room Charge:$
	Meal Price: $
	Head Count:
	Ttl Meal Price: $ 0
	Subtotal: $ 0
	Tax( ): $ 0
	Total: $ 0

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