



# Catering Order Form

Date of Event: \_\_\_\_\_ Caterer being used: \_\_\_\_\_

**BREAKFAST:**

Where to be served: \_\_\_\_\_ # of People: \_\_\_\_\_ Time to be set-up: \_\_\_\_\_  
Menu Selections: (please specify quantities needed regarding al-a-carte items)

**AM BREAK:**

Where to be served: \_\_\_\_\_ # of People: \_\_\_\_\_ Time to be set-up: \_\_\_\_\_  
Menu Selections: (please specify quantities needed regarding al-a-carte items)

**LUNCH:**

Where to be served: \_\_\_\_\_ # of People: \_\_\_\_\_ Time to be set-up: \_\_\_\_\_  
Menu Selections: (please specify quantities needed regarding al-a-carte items)

**PM BREAK:**

Where to be served: \_\_\_\_\_ # of People: \_\_\_\_\_ Time to be set-up: \_\_\_\_\_  
Menu Selections: (please specify quantities needed regarding al-a-carte items)

**DINNER:**

Where to be served: \_\_\_\_\_ # of People: \_\_\_\_\_ Time to be set-up: \_\_\_\_\_  
Menu Selections: (please specify quantities needed regarding al-a-carte items)

**\*Please list any special needs such as linen table cloths, linen napkins, etc. Some items may not be available with short notice. All Aims College Corporate Education Center Preferred Caterers provide plastic, disposable dishware, paper napkins, etc.**

*Aims Event Center*  
5590 West 11<sup>th</sup> Street • Greeley, Colorado 80634 • 970.339.6354  
Monday - Friday, 8:00am - 5:00pm