

In order to deliver premium service and the highest quality product, advance planning is essential to the success of your event. Please indicate any special, dietary and/or allergy restrictions in the table below and return it to your Events Manager. A minimum of 7 business days in advance of your event.

Company:	Event Name:
Contact Name:	Event Date:
Meal Function: Breakfast / Lunch / Dinner	Meal Type: Buffet / Plated
Special Meal Indicator: i.e. Colored Place Card	Guaranteed # of Attendees:

Attendee Last Name	Attendee First Name	Restriction	Table Number	Special Meal Indicator
.e. Smith	John	Vegetarian	10	Green
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