

Food and Beverage Approval Form

LBJ STUDENT CENTER

This form is for clients providing their own food. In order for your reservation to be confirmed, you must submit this form to Conference Services.

This form is for meeting rooms only (outside food is not permitted in LBJ or Grand Ballrooms).

Food Service Information

1. Event Name: _____
2. Name of Sponsoring Group: _____
3. Event Date: _____
4. Location (Room): _____
5. Food Items to be Served: _____
6. Food Source/Name of Caterer: _____
7. Number of people served: _____

Check all approved/permitted items that apply to your reservation:

- | | | |
|--|---|--|
| <input type="checkbox"/> Chips | <input type="checkbox"/> Bagels | <input type="checkbox"/> Soft Drinks |
| <input type="checkbox"/> Cookies | <input type="checkbox"/> Granola Bars | <input type="checkbox"/> Bottled water |
| <input type="checkbox"/> Candy | <input type="checkbox"/> Homemade baked goods | <input type="checkbox"/> Whole fruit |
| <input type="checkbox"/> Cake/Cupcakes | <input type="checkbox"/> Nuts | <input type="checkbox"/> Pizza |
| <input type="checkbox"/> Crackers | <input type="checkbox"/> Popcorn | <input type="checkbox"/> BBQ |
| <input type="checkbox"/> Donuts | | |

Prohibited items include foods requiring heating or refrigeration, lunch meat, cheese, dips, mayonnaise, cream cheese, vegetable and fruit trays, milk, and ice cream.

Please sign that you have read and understand each statement and agree to adhere to the policies:

Signature: _____ Date: _____

E-mail: _____ Phone: _____

This form must be submitted in a PDF format.