

# Special Events Order Form

Plan your event with Ruidoso Schools Catering. For more information, call Ruidoso Schools Food Service at 258-3534 or send a copy of this sheet through the Ruidoso School District mail service or e-mail to [lanea@ruidosok12.nm.us](mailto:lanea@ruidosok12.nm.us).

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Best Time to Call \_\_\_\_\_

Group Representing \_\_\_\_\_

Location of Event \_\_\_\_\_

Number of Guests \_\_\_\_\_

Earliest Date Able to Guarantee Number \_\_\_\_\_

Type of Function (please circle all that apply)

Breakfast	Registration	Mid-Morning Break	Brunch
Luncheon	Afternoon Break	Reception	Dinner
Meeting	Delivery	Other _____	

Day	Date	Time
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Description of Room Layout \_\_\_\_\_

\_\_\_\_\_

Color Scheme \_\_\_\_\_

Menu Desired \_\_\_\_\_

\_\_\_\_\_

Type of Service Desired (buffet, full service, delivery, etc.) \_\_\_\_\_

\_\_\_\_\_

Do you have a specific budget (dollar amount) you are working with? \_\_\_\_\_

\_\_\_\_\_