**Food Documentation Form**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Event:** | | |  | | | | | | | | | | |
| **Time of Event:** | | |  | | | | | | | | | | |  |
| **Place of Event:** | | |  | | | | | | | | | | |  |
|  |  | | |  |  | |  | | |
| |  |  | | --- | --- | | Number of Students |  | | Number of Employees |  | | Number of Guests |  | | Total number of people at event |  | | | | | | | | | |
|  | | | | | | | |
| **Guest(s):** | |  | | | |
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|  |
|  |  | | |  |
| **University Personnel:** | |
|  |  | | | | | | | | | | | |
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|  |
| **Name of University sanctioned event or activity** | | | | | | | | | | |  |
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