**Food Documentation Form**

|  |  |
| --- | --- |
| **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):** |  |
|  |   |
|  |
|  |  |  |
| **University Personnel:** |
|  |   |
|  |
|  |
| **Name of University sanctioned event or activity** |  |
|  |   |
|  |