

Forms should be submitted two weeks in advance of an event.

Please e-mail this form to amy.janecka@mcombs.utexas.edu. (Allowing 3-5 business days for processing.)

Contact Information

Company: _____ **Name:** _____
Name of Company Rep. attending event: (if different from coordinator)
Phone: _____ **E-mail:** _____

Event Information

Event Type: Information Session Night Prior Other:
Building/Room Number: GSB Room # UTC Room # Other:
Date of Event: _____ **Time of Event:** _____

Catering Information

Name of Caterer: _____
Phone Number of Caterer: _____
Address of Caterer: _____
Description of food: (e.g. chicken salad sandwich, pizza, fajitas, etc.)

Possible On-Campus Vendors:

O's Catering
512-232-9060
www.oscampuscafe.com

Texas Union Catering
512-475-6505
texasunioncatering.catertrax.com