**Sacramento**

*Please* ***e-mail*** *completed form to* *conferencecenter@jud.ca.gov*

Please note the following: **A Fi$Cal PO is required before any catering order may be placed.**

REMINDER: Please review the Finance Policy Business Lodging and Meal Expense Guidelines, AE 2004-005, (located on the Intranet). While conference center staff will assist you in every aspect of your event’s catering, it is your responsibility to acquaint yourself with, and adhere to Finance policy before placing this catering order.

Please review the Sacramento On-Site Meeting Guidelines before placing any catering order. Should you have any additional questions or if you have any special dietary needs (e.g., vegetarian), please contact a conference center staff person at 415-865-7840 or via e-mail conferencecenter@jud.ca.gov

**Fi$Cal PO #**

 Name of meeting:

 Staff coordinator: Extension:

 Date of meeting:  Time of meeting: from:  to:

 Number of attendees:   Location of meeting:

**Fill out the item and quantity of your order from the included menu as well as delivery time:**

Please note: There is a half-hour delivery window for all orders *(e.g. submission of 8:00 a.m. delivery time will result in actual delivery between 8:00 a.m. and 8:30 a.m.) --* All prices are inclusive of all fees and taxes.

**Breakfast (Start time of 8:30am or earlier. *$8 p/p )* Delivery Time:**

**Coffee Break (*Start time of 10:00am or earlier)*: Delivery Time:**

***(No substitutions. Coffee and Tea service only.)***

**Lunch (*$12 p/p*): Delivery Time:**

**Notes:**