



**FACILITY USAGE FOOD REQUEST FORM  
FOOD SERVICES INFORMATION**

**All meals and/or refreshments must be provided by a caterer selected from an approval list provided by the College. \*\*\*EACC does not supply table linens, china, flatware or glassware.**

Date submitted: \_\_\_\_\_ (Form must be received at least 10 days in advance of event)

Name of Caterer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (work); \_\_\_\_\_ (cell); \_\_\_\_\_ (other)

Contact Person: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (work); \_\_\_\_\_ (cell); \_\_\_\_\_ (other)

Email address: \_\_\_\_\_

Estimated number in attendance: \_\_\_\_\_

Event Name	Event Date	Start Time	End Time	Set-up Time	Breakdown Time

Please indicate the numbers of the following items this event will require:

\_\_\_\_\_ Banquet tables (60 inch round)

\_\_\_\_\_ Rectangular tables (5 ft. and 6 ft.)

\_\_\_\_\_ Banquet chairs

\_\_\_\_\_ Podium

\_\_\_\_\_ Other

Indicate the desired arrangement of tables and chairs, including the number of chairs per table and attach an illustration/diagram of the desired arrangement.

Please return form to:  
Arts Center Manager  
East Arkansas Community College  
1700 Newcastle Road  
Forrest City, AR 72335