

Department Name

Campus Address

360 Huntington Avenue

Boston, Massachusetts 02115

Telephone Number: 617-373-XXXX

Fax Number: 617-373-XXXX

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Insert date

Insert Caterer’s Name

Insert Caterer’s Address

Re:

Dear Catering Contact:

It is my pleasure to request a proposal for an upcoming event at Northeastern University.

At Northeastern, events are central to the university’s mission and represent our relationships with distinguished alumni, friends, and the community. Because we know that you take great pride in the services you offer, we would be delighted for you to submit a proposal for our consideration. In keeping with current Northeastern University policies, we are required to obtain three bids on every event we produce.

You will find the details outlined on the attached form. Please complete the Cost Estimate on page 3 based on the specific information we have provided, and return it to me by email insert email address or fax to insert fax number. The proposal will be evaluated based on the overall value. If you are unable to return the proposal by the date indicated, we may not be able to consider your company for this event.

I look forward to hearing from you and hopefully, to working with you in the future. Meanwhile, please feel free to contact me with any questions or for clarification on items within the attached request.

Best regards,

Insert you name

****

**Catering Request for Proposal**

**Requester’s Contact Information**

|  |  |
| --- | --- |
| Date of Request: |  |
| From: |  |
| Telephone: |  |
| Fax: |  |
| Email:: |  |

**General Event Information**

|  |  |
| --- | --- |
| Event Title: |  |
| Confirmed Date: |  |
| Alternate Dates: | 1st Choice:  2nd Choice: |
| Location: |  |
| Start Time: |  |
| End Time: |  |
| Notes: |  |

**Event Specifics:**

|  |  |
| --- | --- |
| Host of Event: |  |
| Expected Attendance: |  |
| Description of Program: |  |
| Attendee Profile: |  |
| Room Set-up Details: |  |
| Menu Details: |  |
| China/Glassware/Other Serviceware Rentals Required: |  |
| Linens Required: |  |
| Décor/Florals Required: |  |

Catering RFP, cont’d...

**Please provide cost estimates for the following:**

|  |  |
| --- | --- |
| Menu Price per Person: |  |
| Furniture Rental: |  |
| China/Glassware/Serviceware Rentals: |  |
| Décor/Florals: |  |
| Linen Rentals: |  |
| Labor: |  |
| Permits/ Fees/Liquor Liability: |  |
| Additional Charges: |  |

*\*Please note Northeastern University is a tax exempt organization. ST2 and ST5 will be provided upon request*

**Please respond to** [**insert**](mailto:ca.holladay@neu.edu) **email by insert due date.**

|  |  |
| --- | --- |
| Accepted By: |  |
| Today’s Date: |  |
| Caterering Company: |  |
| Telephone: |  |
| Email: |  |