Memo

To: Kapreka Booker, Coordinator of Student Activities & Program Development

From: Johnny Bee, Spelling Bee Club Secretary

Date: Tuesday, August 24, 2010

Re: Food Order for Welcome Celebration

The Spelling Bee Club would like to place a food order for the Welcome Celebration to be held on Tuesday, September 14, 2010 from 6pm until 9pm, in the LLC 515. Delivery time should be 6:30pm and clean up time should be 9pm. This order is being made for 75 people/attendees. Our student organization has budgeted a maximum of \$1000 for this event. The organization budget number is 20000-11-112700-62300.

The food and beverages we would like to order are listed as follows:

- Hot Wings
- Chicken Fingers with Honey Mustard Sauce
- Spanakopita
- Cocktail Beef Patties
- Mozzarella Sticks with Marinara Sauce
- Beverages: 25 juices, 25 waters, 25 sodas.
 - Juices: Apple and Cranberry
 - Bottled Water
 - Soda: Pepsi, Sierra Mist, Diet Pepsi

Please provide our club with a price quote in writing before completing the order. You may reach me at 718-488-9999. Thank you.

Also please see our minutes of Monday, August 23, 2010 with attendance sheet for that meeting date attached.

Memo

To: Kapreka Booker, Coordinator of Student Activities & Program Development

From: Name of student organization executive member submitting the memo, student's student organization title

Date: Month Day, Year

Re: Food Order for "Title of Event" for "Name of Student Organization"

Please include the reason you are writing the memo. A good way to cover everything needed in a memo is to include the following eight (9) items. The organization budget number is 2____-11-112700-63800:

- 1) Name which student organization is making the request & paying for the food
- 2) Title of the event the food will be served at
- 3) Date and Time of the event
- 4) Time you would like the food to be served/delivered and the time for clean up
- 5) Location of the event
- 6) # of people attending or # of people you are ordering food for
- 7) Type and quantity (if different from the number of guest attending of food and/or beverages you are ordering BE SPECIFIC.
- 8) Contact person's name and contact number
- 9) Minutes attached with the attendance sheet (Make sure they are attached. Also make sure they are consistent with the requested purchase.).

Please refer to the attached completed sample when writing your memorandum.