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**EVENT ORDER FORM**

**Event General Information:**

**Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***\*We politely request a two week notice.***

**Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Catering:**

**\_\_\_\_\_ Full Service**

-Members of the MYO staff will come to your event, set up your pre-poured yogurts and toppings, and stay to decorate and hand out each yogurt to your guests for them to enjoy!

-This type of catering has a service and delivery fee.

**\_\_\_\_\_ Drop Off**

-Members of the MYO staff will come to your event, set up your pre-poured yogurts and toppings, and let your guests make their own for them to enjoy! You will return our supplies after your event.

-This type of catering has a service and delivery fee, and requires an on file credit card number for the duration of your event.

\_\_\_\_\_ **Pick Up**

-Members of the MYO staff will prepare all necessary products and supplies for your event at one of our locations. You will pick it up before your event and return our supplies after your event.

-This type of catering has a service fee and requires an on file credit card number for the duration of your event.

**Additional Notes or Special Requests:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Choose your Yogurt and Toppings:**

 ***\*The following flavors and toppings are part of our suggested catering menu that is based upon popularity and availability. Specific requests are considered however they are subject to availability.***

**Yogurt Flavor: Vanilla Quanity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Yogurt Flavor Chocolate Quanity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Yogurt Flavor: Non-Dairy Quanity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\****Will be notified of non-dairy options*

 *on the day before your event*

 **Total Quantity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cup size:**

**\_\_\_\_\_ 16 ounce (Orange)**

**\_\_\_\_\_ 5 ounce (Green)**

**Toppings: Gummy Bears**

**Toppings: Oreo Cookie Crumbs**

**Toppings: Rainbow Sprinkles**

**Toppings: Mini M&Ms**

**Sauce:** **Chocolate or Caramel**

*\*Please circle choice of sauce*

**Customer Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*Should you need to cancel your event, we politely request a 48 hour notice.***

***\*\*We accept cash, credit or check for payment. However, if paying with a check we require payment at least 1 week prior to your event.***

**MYO Management Use:**

**Price per Yogurt (including toppings): $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Quantity (\_\_\_\_\_\_\_\_\_\_) x Price per Yogurt ($\_\_\_\_\_\_\_\_\_\_) = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Service Fee: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Delivery Fee (if applicable): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Amount Due: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Type:**

**\_\_\_\_\_ Cash**

 ***\*Payment prior to the event, or day of.***

**\_\_\_\_\_ Credit Card**

 ***\*Payment prior to the event, or day of.***

**\_\_\_\_\_ Check**

 ***\*Payment required 1 week in advance.***

**Payment Status:**

**\_\_\_\_\_ Paid in Full**

**\_\_\_\_\_ Day of Event**

***\*Your signature below states that you agree and consent to the prices and policies above. It is to be signed once all details of the event have been finalized.***

**Customer Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_